

 **Department
of Psychology**
Arizona State University

**Graduate Student Handbook
2019 – 2020**

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PhD in Psychology

Training Areas:

- Behavioral Neuroscience (BN)
- Clinical Psychology (CL)
- Cognitive Science (CS)
- Developmental Psychology (DEV)
- Quantitative Research Methods (QU)
- Social Psychology (SO)

Graduate Certificates

- Addiction and Substance-Use Related Disorders – **NEW**
- Applied Prevention Science – **NEW**

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Purpose of the Handbook

Welcome to the Psychology Department! This handbook is designed to serve as a guide for graduate students admitted to the six doctoral program areas within the Psychology Department at ASU. It provides information about degree requirements, resources, and policies and procedures.

Although the handbook serves as an initial resource for answers to common questions, it is not inclusive of every university policy. When necessary, it provides links to details about policies outside the department.

In addition to this handbook, other references for graduate students are as follows:

- The ASU [Academic Catalog](#),
- The Graduate College's [Policies and Procedures Manual](#),
- [The College's website](#)
- [The Psychology Department's website](#).

In some cases, policies differ slightly across the Psychology Department, the Graduate College and The College (The College of Liberal Arts and Sciences). When policies differ graduate students must adhere to the highest standards.

Note also that program policies and requirements differ across the six doctoral program areas within Psychology. It is important for students to read the area-specific content thoroughly and to check with their faculty mentor, area head or key faculty when questions arise. It is the responsibility of each student to understand and observe all requirements and procedures specified by the university and their specific area within the Psychology PhD program.

Program Overview and Admissions

The overview of each program area can be found the corresponding area's webpage (see the Department of Psychology's [Graduate Degrees](#) webpage). Application and admission information can be found on the department's [Doctoral Admission Requirements](#) webpage.

Students who have transfer work or courses taken prior to admission and want to apply those to their degree can find policy information in the [Pre-Admission and Transfer Credits](#) section of this handbook.

Role of Faculty and Staff in Advising

Faculty Mentor

Upon admission to the program, each student is assigned one faculty mentor or two faculty co-mentors. The department has created a set of guidelines called "[Values and Expectations for Graduate Student Mentoring](#)" for successful relationships between faculty and students, which appears in a later section of this handbook, along with a link to an optional document that can be used to create a 'mentoring contract' if the student or mentor wishes. The Psychology Department encourages students to work with multiple faculty members and students can change mentors if they wish. Sometimes students have a primary mentor who is outside of their training area. In these cases, students must have a co-mentor from their training area to ensure that all policies and procedures of their training area will be followed.

Student Supervisory Committee

As students progress in their research and milestone activities, they are required to have a full committee supervising their progress.

A Supervisory Committee has two basic responsibilities:

1. To recommend and approve the plan of study;
2. To guide students' Masters' thesis, Comprehensive Examination, and Doctoral Dissertation research.

A list of approved graduate faculty members who can chair committees or serve as committee members can be found on the [Graduate Faculty list](#). Students can also petition to have committee members who are not on this list and should contact the Director of Graduate Studies about those requests. A Master's Thesis committee consists of at least three members and a Comprehensive Examination or Dissertation committee consists of at least four members. To officially establish the committee, the student must list each person from their committee on their interactive plan of study (iPOS). Student who receive an iPOS error message about a specific committee member need to contact the PSY graduate advising office for assistance.

Before completing milestones, such as the master's research prospectus, data meetings, defenses, etc., the student's committee needs to be complete and up-to-date on the student's iPOS.

Some training areas may have slightly different procedures so students must follow their area's specifications and check with their faculty mentor or area head when in doubt.

Master's Supervisory Committee

The supervisory committee for a master's degree program will consist of a minimum of three persons: a chair (the faculty mentor) and two members. The department recommends that students establish their master's committee after the completion of 12 credit hours of graduate study, which would generally occur during the second semester.

The department recommends that students complete the PhD iPOS, including listing their mentor (in the chair role), during the first year of the program but no later than the middle of the fall semester of the second year. See the [Master's iPOS](#) section and the [Doctoral iPOS](#) sections for more details.

Students should feel reassured that there is considerable flexibility in changing the membership, including chairship, of the supervisory committee should the student's research interests evolve in directions not originally anticipated. Such changes may be initiated at any time, and require an iPOS update.

Comprehensive Examination Committee and Doctoral Supervisory Committee

The supervisory committee for a dissertation consists of at least four persons: a chair (the faculty mentor) and three members. Three people must be from the student's area and one person must be from outside of the area. This requirement is interpreted broadly (and can vary across training areas). The outside member can be outside of the student's specific research area or outside of their training area or outside of Psychology. This committee is usually formed after the master's defense.

Area Heads

Each of the six program areas has a faculty member who oversees all area functions including graduate training. This role is called the "area head". Area heads are expected to meet regularly with graduate students and students are encouraged to consult with their area heads about any questions or concerns or decisions that arise as they progress through the program including keeping area heads aware of any questions or concerns about financial support.

Director of Graduate Studies

The Director of Graduate Studies (DGS) oversees all the activities related to graduate students and the graduate programs within the department. The responsibilities include identifying and nominating students for various awards, such as Graduate College Fellowships. The DGS also oversees the TA assignments (done by the Student Support Coordinator) and works with both instructors and their TAs each semester. Along with the area heads, the Director of Graduate Studies allocates departmental funding. Graduate students can consult the Director of Graduate Studies about any aspects of graduate training including any sources of distress, concerns with mentor relationships, career decision-making, or financial support.

Research Advancement Team

The Research Advancement Team in the Department of Psychology work with faculty and graduate students on grants. If a student finds a grant that they'd like to apply to they must first discuss it with the Research Advancement Team and the Director of Graduate Studies. These two parties will review the grant application and explain the details that otherwise may be overlooked. For example, some grants have a large stipend but do not cover tuition, so it may not be beneficial for the student to apply for it. Additionally, grant applications usually require specific details or content to be written in a specific way in order to be considered. The Research Advancement Team can provide support to help student assemble a strong application. Some grants can be submitted directly by students but many grants can only be submitted by the Research Advancement Team on the student's behalf.

PSY Graduate Advising Staff

The PSY Graduate Advising Office consists of two staff members: the Student Support Coordinator and the Student Recruitment Coordinator. The Student Support Coordinator is the lead staff academic advisor for the PhD programs. This role is to support the department faculty and students by serving as a liaison between them and the university (The College, the Graduate College, and other university offices). Although faculty mentors guide students on their research activities and milestones, the Student Support Coordinator is the expert on university policies and procedures, which may impact the completion of milestones at times.

The Student Recruitment Coordinator serves as the lead staff academic advisor for the Master of Science in Applied Behavior Analysis (MS ABA) program. The role is similar to that of the Student Support Coordinator with regards to being a liaison between the department faculty and students and the various university offices. The Student Recruitment Coordinator serves as advising back-up support for PhD students when the Student Support Coordinator is unavailable. The Student Recruitment Coordinator's main role is to meet with prospective students for the MS ABA or PhD programs and to serve as the contact for all PSY graduate students who want to travel on ASU business and have the university pay for part of the trip expenses. See the [Graduate Student Travel Funding](#) section for more details.

Values and Expectations for Graduate Student Mentoring

Mutual Expectations

The fundamental goal of a mentoring relationship is to benefit the student and a good faculty mentor is important to a student's success. Good mentors act as role models and provide advice, resources and opportunities, support, and feedback. The mentor-student relationship is bidirectional. The student is responsible for meeting milestones and for being active in seeking advice, information, and feedback. If desired, the student can receive mentoring from multiple faculty members and should not feel constrained by the limits of a single faculty advisor/chair. Students and mentors, if they wish, can create a mentoring contract to outline expectations and goals. A [sample mentoring contract](#) is on our grad student resources webpage.

Respect for Students

Whether providing academic support or related services, a mentor should create a respectful learning environment that helps the student achieve professional and career goals. The faculty mentor strives to be supportive, equitable, accessible, encouraging, and respectful. The mentor fosters the graduate student's professional confidence and encourages critical thinking and creativity, providing an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment. The mentor adheres to the following:

- APA ethical principles and code of conduct (<http://www.apa.org/ethics/code/index.aspx>);
- ASU policies Title IX: <https://www.asu.edu/titleIX/> policies; and
- ASU Academic Affairs Manual: <https://www.asu.edu/aad/manuals/acd/>).

The mentor recognizes that the student's interests and goals can change and supports the student in changing mentors as needed.

Diversity

The faculty mentor nurtures and builds community for students from historically underrepresented groups and for international students. The faculty mentor welcomes students' perspectives on diversity issues, while understanding that their viewpoints are their own. The mentor recognizes each student's unique strengths and scholarly promise, and this helps eliminate stereotypes.

Meeting on a Regular Basis

The faculty mentor asks the graduate student to develop and share a work plan that includes short-term and long-term goals, as well as a timeframe for achieving those goals. They make sure the student's plan is feasible and meets the program's requirements. The mentor and student discuss the plan to help the student balance the competing demands of multiple roles. The mentor communicates with the student regarding how frequently they can meet, with an understanding that it is the student's responsibility to arrange and take the lead in these meetings. Faculty mentors let students know if they have a busy travel schedule, are about to take a sabbatical, or will be assuming an administrative position. The mentor is explicit about the components of successful meetings. The mentor lets the student know whether the student may contact the mentor at home, and under what circumstances, and asks for the student's preferences as well. The mentor and student discuss how often assessments of student progress will occur and what type of feedback will be given. The student is informed of the mentor's typical response time to student work and how the student can best prompt the mentor if a response has not been received within that specified time.

Program Milestones

The mentor guides the student through the requirements and deadlines of the graduate program. This includes course selection and strategies for successful completion, selection of thesis/comps/dissertation committee members, and facilitation of timely committee meetings as articulated in the graduate handbook (or more frequent committee meetings if needed).

Intellectual Contributions

Intellectual policy issues are discussed in the initial phase of each project. The mentor discusses authorship policies regarding papers with the student. The mentor explains upfront the approach to handling authorship, before any work is done. The faculty mentor is explicit about the amount of work the student is expected to complete. The mentor acknowledges the student's contributions to projects and works with the student to publish their joint work in a timely manner.

Career Goals

The mentor facilitates the training of the student in skills needed to be a successful professional. The mentor provides career advice and assists in finding a position for the student after graduation, in accordance with the student's career goals. The mentor provides honest letters of recommendation and is available to give advice and feedback on the student's goals. If additional expertise is needed, the mentor helps the student identify relevant sources of information and advice about achieving these goals.

Graduate Students as Members of Faculty Research Teams

The graduate student is expected to share common research responsibilities in the research group/lab and to utilize resources carefully and frugally. The mentor is committed to the student's research projects in that the mentor helps plan and direct those projects, sets reasonable and attainable goals, and establishes a timeline for completion. There is great variability across types of laboratories and projects in terms of the time required; the mentor discusses expectations for student workload and work schedule (e.g., expectations for holidays/vacations). The mentor recognizes the possibility of conflicts between the interests of the mentor's own larger research program and the particular research goals of the student. Although it may not always be possible to accommodate the student's research goals within a particular lab (for example due to financial constraints), the mentor always attempts to support the student's pursuit of their own research.

Graduate Students as TAs/RAs

Graduate students have a responsibility to fulfill their contractual obligations as TAs or RAs. The student informs the mentor of the number of hours dedicated to teaching and/or research obligations; the mentor encourages the student not to exceed the number of hours stipulated in the contract. The student is responsible for informing the TA/RA supervisor(s) and mentor of any changes or circumstances that would interfere with carrying out these obligations. The student always attempts to ensure stability and continuity for faculty, programs, and departments. The student has a responsibility to seek accurate information about the conditions of TA/RA employment (e.g., asking faculty supervisors about how to handle sick leave, vacation, and professional development opportunities). If the student has a concern, the student should discuss it with the mentor, area head, or other appropriate faculty member (e.g., Director of Graduate Studies, Chair of the Department). Students in these roles also need to follow policies in the TA/RA Handbook (see the [Resources](#) section). Additionally, TAs need to follow expectations listed in the [Departmental Graduate Assistantships \(TAs and RAs\)](#) section.

Graduate Students as Future Members of the Scholarly Community

The mentor leads by example, modeling best practices in the following areas: oral and written communication, grant writing, lab management, participant research policies, ethical conduct in research, and scientific professionalism. The mentor participates in and encourages the student to attend area, departmental, and professional meetings and help the student network with others during such activities.

Addressing Problems in the Mentoring Relationship

As in any relationship, problems or conflicts may arise. When this occurs, the goal is to address the problem openly in a context of mutual respect. The student can reach out to the mentor, and the mentor should be open and receptive to such discussion. If a student feels the need for additional support for such a discussion, the student should consult with other faculty members, including the area head, Director of Graduate Studies, or Department Chair. These individuals can provide advice and/or offer to meet with the student and the mentor to resolve the problem. Other graduate students can also be valuable resources, including the Graduate Student Council, who are student representatives to the Graduate Studies Committee. We encourage students to have these difficult conversations when necessary even though we recognize that students may be apprehensive and that they may have concerns about potential negative impacts on them. We want students to know that the Psychology Department faculty are committed to ensuring that there will be no negative repercussions for students who express concerns.

Curriculum Summary

Students may be admitted to the Psychology PhD programs with or without a master's degree. If admitted without a master's degree, students must complete a minimum of 84 credit hours (and will complete a Master's in Passing, which results in a Master of Arts degree in the field). If admitted with a master's degree, students must complete a minimum of 54 credit hours, if the previous master's is approved by the student's area as being equivalent and applicable to their focus area. The curriculum below represents the standard 84-credit program.

	Credit Hours
Core Courses	3
Additional Curriculum Requirements*	69
Culminating Experience	12
Total Credit Hours Required	84

*Requirements vary across training areas. Students take courses related to their area of interest as determined in consultation with their supervisory committees.

Core Courses

Students are required to take one of the two core course options listed below.

Course	Title
PSY 502	Professional Issues in Psychology (3)
PSY 531	Multiple Regression in Psychological Research (3)

PSY 531 is a common methods requirement across all the training areas and it is important to note that students CANNOT use PSY 531 to fulfill two different requirements. For example, if a training area expects two specific methods courses, including PSY 531, but the student takes PSY 531 for the core, then the student CANNOT use PSY 531 to fulfill a methods course requirement. In this case, the student needs to work with their committee to ensure they meet the area's requirement by taking either an additional methods class.

Additional Curriculum Requirements

Students must have a minimum of 69 additional credits. Students need to work with their mentor and area head to develop a plan of study that satisfies the requirements of the training area. The department expects students to be engaged in research activities every semester. Some areas translate that to mean enrolling in Research (PSY 592 or 792), Thesis (PSY 599) or Dissertation (PSY 799) for a specified number of credits. Some areas may view research activities as not necessarily related to a specific course. Questions about courses should be directed to the student's mentor or area head.

For the Master's in Passing, 12 of the 69 credits will be fulfilled with 6 credits each of PSY 592 Research and PSY 599 Thesis. PSY 592 and 599 are offered every semester for variable credits, which means the student selects the number of credits at the time of enrollment, usually with their faculty mentor as the instructor. Students can take more than 6 credits of Thesis throughout the pursuit of the degree but can only list a maximum of 6 credits on the iPOS.

Quantitative Program Curriculum Requirements

The Quantitative Research Methods program has specific curriculum requirements, which are listed on the [Degree Search](#) webpage.

Culminating Experience

Course	Title
PSY 799	Dissertation (12)

Students must complete 12 credits of Dissertation for the degree. PSY 799 is offered every semester for variable credits, which means the student selects the number of credits at the time of enrollment, usually with their faculty mentor as the instructor. Students can take more than 12 credits of Dissertation throughout the pursuit of the degree but can only list a maximum of 12 credits on the iPOS.

Recommended Schedules for First Year Students

Each training area has devised a suggested schedule for their first year students. These recommended schedules are in the [Appendix](#) sections of this handbook.

Interactive Plan of Study (iPOS)

The [interactive plan of study](#) (iPOS) is the student's official contract between the department and the university. It lists all the classes the student plans to take to complete the degree and indicates who is on the student's supervisory committee. Students are encouraged to create a plan with their mentor before submitting the official iPOS. Students are also encouraged to submit the iPOS in the first or second semester of the program. Students who wish to use coursework done prior to the start of the program must adhere to ASU's [pre-admission credit policy](#).

Upon approval, students are expected to keep the iPOS up-to-date by checking it at the start of each semester and making changes as needed. The student can update the courses (add and remove classes) and the committee lineup at any time unless on an approved leave of absence from the university. Students are not able to graduate if they have missing grades (NR), incomplete grades (I), course errors or grades below "C" on their iPOS. It is the student's responsibility to ensure their iPOS is accurate at the time of graduation to avoid having to extend the graduation date to a later semester. Additionally, the student's GPA must be a cumulative 3.00 (so a student with "C" grades will also need "A" grades to keep the cumulative GPA at 3.00 or higher to avoid iPOS and academic probation issues).

The PSY graduate advising office can help with iPOS issues and questions.

Doctoral iPOS

The PhD iPOS must be submitted and approved before a student can submit the MA iPOS (even though that sounds backwards). The PhD iPOS must have a committee chair (faculty mentor) listed the first time the student submits it. The remaining PhD committee members can be added later. The PhD iPOS must have a minimum of 84 credits, including 12 credits of PSY 792 Research and 12 credits of PSY 799 Dissertation. The iPOS system may have additional requirements laid out by section, such as "core" or "methods". This can vary by training area. It's the responsibility of the student to ensure they fulfill internal requirements of the degree whether they're listed on the iPOS or not.

The “anticipated graduation term” is a section on the course admin page in the system. Clinical PhD students should list the semester in which they plan to complete their internship (usually a year after the PhD defense), not the semester in which they plan to defend. For all other areas, the anticipated graduation date should be the semester in which they plan to defend and graduate.

Thirty credits from the PhD iPOS will also appear on the master’s iPOS, which means that 12 of the 84 credits on the PhD iPOS must be PSY 592 Research and 599 Thesis (6 credits each). While students are working on the master’s, they will enroll in the PSY 592 version of Research. After the master’s thesis defense, students will start to take the PSY 792 version of Research. The PhD iPOS must have at least 12 credits of PSY 792 Research and PSY 799 Dissertation each.

An example of PhD iPOS credits might look like the following:

- 6 credits PSY 592 Research (will also be on the MA iPOS)
- 6 credits PSY 599 Thesis (will also be on the MA iPOS)
- 18 credits various training area required course work (will also be on the MA iPOS)
- 30 credits various training area required course work (on the PhD iPOS only)
- 12 credits PSY 792 Research (on the PhD iPOS only; may be more than 12)
- 12 credits PSY 799 Dissertation (on the PhD iPOS only)

The PhD iPOS will generate a petition (box on the screen) related to PSY 599. Students need to type, “PSY 599 is MiP” in the petition box and submit. Then to fully submit the PhD iPOS, they click on the Submit menu option in the sidebar and then submit the iPOS, following the instructions on that section of the iPOS.

Students will add their full PhD committee to their iPOS after the master’s defense. However, students are expected to keep the iPOS up-to-date every semester. If a committee lineup on the PhD does not match the names on the Comprehensive Exams form, the Prospectus form, the Data Meeting forms or the names on the defense pass-fail forms, then the student will have issues completing these milestones. It’s crucial that the committee is accurate for each milestone before the milestone is done.

Master’s iPOS

The MA iPOS must be approved before the student can apply for graduation (complete the MA degree) or schedule the thesis defense. After the PhD iPOS is approved, the student will fill out the Masters in Passing Request form and submit to the PSY graduate advising office. See the [Doctoral iPOS](#) and the [MiP Request Form](#) sections for more details.

Once prompted via email by the Graduate College, the student must submit the MA iPOS and include 30-credits and the entire supervisory committee, not just the faculty mentor. Of the 30-credits, six of them need to be PSY 592 Research, six of them need to be PSY 599 Thesis, and all 30-credits must appear on the PhD iPOS.

The “anticipated graduation term” is a section on the course admin page in the iPOS system. For the MA iPOS, the student should list the semester in which they plan to defend the master’s thesis, not the anticipated defense date for the PhD dissertation.

Masters in Passing (MiP)

Overview of the MiP

Psychology PhD students will complete a master's thesis while in pursuit of the doctoral degree. This is called a "Master's in Passing" (MiP). Students must follow their program area's deadlines to ensure they're stay on track with milestones, as deadlines may vary across the six areas (see the [Satisfactory Academic Progress section](#) for more details). The master's degree awarded is a Master of Arts in Psychology.

The student should consult one or more faculty members about the proposed research topic early in the process. Typically, students have an approved prospectus by the end of their second semester, which means the topic and [committee selection](#) happens during the first semester or early in the second semester. Again, students need to follow their area's specific deadlines and procedures to stay on track with regards to timelines and expectations.

The MiP research usually differs from the dissertation research in the following ways:

- The student is in the role of research apprentice;
- The expectations for originality are somewhat less; and
- The overall supervision of the mentor is apt to be somewhat closer.

The master's research is usually related in some way to the mentor's research program. However, students may undertake projects unrelated to ongoing faculty research. The student has a right to expect candid counsel from their mentor concerning the feasibility of possible topics from the standpoint of the time likely to be required for completion, technical requirements, availability of subjects, and other strategic matters.

MiP Step-by-Step Procedures

Completing the Masters in Passing requires three meetings of the Masters Supervisory Committee: a) the Prospectus Meeting to review and approve the research proposal; b) the Data Meeting to review and approve the data analyses and reported findings, and c) the Final Oral examination. The Psychology Graduate Advising Office staff can help answer procedural questions.

1. The student discusses research topic ideas with faculty and begins to form their master's supervisory committee.
2. The student writes a Masters Prospectus Document that is a proposal for the Master's Thesis study. The Prospectus is described in a later section.
3. After input and revisions from the students' chair (and other faculty as needed), the student sends the final prospectus document to the committee. Students are required to send the document two weeks before the prospectus meeting, although faculty members can allow a later submission if they wish.
4. The student works with their committee to set the day and time of the prospectus meeting.
5. The student [reserves a room](#) and holds a master's [research prospectus](#) meeting with their supervisory committee or follows directions on the First Year Project if one is required by their area. The student should download and bring the [Master's Thesis Prospectus Approval](#) form to the meeting.
6. After the prospectus meeting, the student submits the completed form to the PSY graduate advising office for filing.

7. The student completes the [PhD iPOS](#) with 84-credits and one chair (mentor) or two co-chairs (if working with two faculty mentors) listed.
8. The student completes the MiP Request form and submits to the PSY graduate advising office after the PhD iPOS is approved. If the student is submitting the form in a semester after the PhD iPOS was approved, then the student must review their approved PhD iPOS and resolve any course errors (if applicable) before submitting the form. The [Master's iPOS](#) and [MiP Request Form](#) sections of this handbook list additional details for completing the form.
9. The student completes the [MA iPOS](#) with 30 credits and a full supervisory committee (at least three faculty) when prompted by the Graduate College via email.
10. After the student has completed their thesis data collection and data analysis, the student writes a data document describing the analyses and findings. After input and revisions from the committee chair and other faculty as needed, the chair approves the data document to be circulated to the rest of the committee. The student circulates the data document two weeks before the data meeting (or later with faculty permission).
11. The student works with their committee to schedule a day and time for the data meeting and reserves a room. The student holds a [master's data meeting](#) with their supervisory committee. The student downloads the [Master's Thesis Data Approval](#) form and brings it to the meeting for faculty signatures. The student submits the completed form to the PSY graduate advising office for filing.
12. The student [applies for graduation](#) before the deadline for the semester in which they will defend the thesis. The student must also be registered for at least 1-credit at the graduate-level during the semester they defend, per ASU [Continuous Enrollment](#) policy. If the student misses any defense-related deadlines, then they must register for a minimum of 1-credit at the graduate-level in the following semester (the graduation semester).
13. The student works with their committee to figure out a day and time for the thesis defense, following the Graduate College's [committee participation rule](#), which states that 50% of the committee (including the chair or one of two co-chairs) is physically present for the defense. The other 50% can participate remotely. If someone on the committee cannot participate at all, then the defense should be rescheduled or an approved substitute must be arranged ahead of time.
14. The student reserves a room for the defense.
15. The student writes the full thesis in APA style with input and revisions from their chair and from other faculty as needed.
16. The student [schedules the thesis defense](#) with the Graduate College.
17. The student submits a [formatted draft](#) of the thesis two weeks before the defense to the supervisory committee and to the Graduate College.
18. The student holds the defense and the committee tells the student after if they passed and what, if any, revisions are required on the paper. The student completes any revisions required by the committee, then works through format revisions with the Graduate College via the iPOS system.
19. The student's final grades are entered by PSY graduate advising and the student is asked if they'd like to have a "defense passed" announcement sent to the department, recognizing their accomplishments.
20. The student uploads their format-approved paper to the [UMI/Pro-Quest](#) library database.

21. The student's teaching and research payment level is upgraded from assistant to associate, if the student entered the program without a master's degree. The increased pay rate goes into effect in a future semester. Exact timing depends the degree conferral date. See the [Teaching or Research Salary Increase](#) section for details.
22. The student's MA degree is conferred on the date listed on the [Academic Calendar](#) for the semester in which they completed the MiP requirements. The student continues with the pursuit of the PhD degree.

MA Research Prospectus

The prospectus must be approved by the supervisory committee before any data are collected, except for clearly designated instances of pilot data, which will not be included in the finished study. After the prospectus is approved, the student is allowed to collect data and work toward the data meeting, which is required before scheduling the thesis defense.

Students should confer with their mentors before preparing the prospectus document for advice concerning its format; however, the following observations will apply in most instances:

1. The preparation of the prospectus should begin with a thorough literature search. The presentation of the literature review must be sufficient in scope as to make the statement of the problem fully comprehensible without requiring the reader to consult other sources.
2. The prospectus should report all the details of the methods, including experimental design, subjects, and procedures, which are deemed necessary for the reader to make an effective evaluation.
3. While the prospectus is customarily a shorter document than the completed thesis, students should be wary of giving committee members a prospectus document which omits significant details of the methodology. Although students will verbally discuss the methods during the prospectus meeting, the methods should be fully comprehensible from the written prospectus.
4. Because the final thesis must be in APA style, it is advisable to write the prospectus in APA style.

In some cases, a training area may have slightly different procedures; therefore, students should consult with their mentor or area head if procedural questions arise.

MiP Request Form

The [Masters in Passing Request](#) form must be completed by the student after the PhD iPOS is approved but before the semester in which the student plans to defend the master's thesis.

Part I: The student will list their name, ASU ID number, date of PhD iPOS approval (see iPOS system) and their program and plan code. Our department has two options for the program name and plan code, which are listed below.

Doctoral Program Name	Plan Code	Area(s)
Psychology	LAPSYCHPHD	BN, CL, CS, DEV, and SO
Psychology (Quant Research Methods)	LAPSYQUPHD	Quant only

Part II: The student checks "thesis" for the culminating experience and lists the semester and year they plan to defend the thesis.

The student submits the completed form to the PSY graduate advising office. Staff will route the form to the correct person in the Graduate College for processing. Upon approval, the Graduate College will email the student and request they submit the master's iPOS.

MA Thesis Defense

For complete details, review the entire [Graduation \(Master's and Doctoral\)](#) section of this handbook.

Doctoral Comprehensive Exams

Overview of the Comprehensive Examinations

The Graduate College requires a comprehensive examination. Within broad guidelines established by the Graduate College and the department, the area faculty are free to develop comprehensive examinations along somewhat different lines, and the students will want to consult the examination policy for their specific training area (see also the [Appendix](#) section for the area).

The comprehensive examinations are designed to assess a student's level of academic preparation to pursue dissertation research. The comprehensive examinations require the student to demonstrate a thorough understanding of research and theoretical issues through written work and in an oral defense. The comprehensive examinations must be completed before the dissertation prospectus is submitted, per university policy. After the master's is completed, students will need to update their PhD iPOS to ensure a complete, accurate supervisory committee is listed. Then, the student may move forward with scheduling the written and oral comprehensive examinations with their entire supervisory committee.

Passing the Comprehensive Examinations

The Graduate College requires that the department determine whether the student has passed or failed the total comprehensive examination. It is the policy of the department that the student pass both the written and oral portions of the comprehensive examinations. Students who fail one or both parts of the exam must petition for a retake.

Examining committees have certain responsibilities beyond simply deciding whether the student has passed or failed comprehensive examinations. If the overall performance is considered barely above a passing one, the committee may request other work of the student, the nature which would depend on the committee's judgment of the deficiencies in the student's performance.

Students are required to print the Doctoral Comprehensive Examinations Report form (located on the [PSY Graduate Student Resources](#) webpage) and bring it to the exam. The entire committee must sign the form to verify the student has passed both the written and the oral exams. Next, the student delivers the form to the PSY graduate advising office. The Student Support Coordinator will get the Department Chair's signature and then file the form and enter the pass results into the student's iPOS to record the pass officially with the Graduate College.

Re-Taking the Comprehensive Examinations

A student who fails any part of the comprehensive exams must submit a [petition](#) to retake the failed part of the exam. The petition will be reviewed by the student's supervisory committee and the Dean of the Graduate College, both of whom must approve the request before the student can retake the failed exam. Only one re-examination is permitted and it must be scheduled within a 3-12 month period after the initial failure.

Advancement to Candidacy and Dissertation

Advancement to Candidacy

The student's status will change from PhD student to PhD candidate after passing the comprehensive exams and the PhD dissertation prospectus defense (in that order). The pass result for the dissertation prospectus is entered into the iPOS system by the Student Support Coordinator and then the Graduate College will generate the candidacy letter, which appears in the student's MyASU page. The letter-generating process can take between two days to two weeks, depending on the time of year (e.g., graduation week is busy and will cause delays).

Overview of the Dissertation

While few students complete the PhD in less than 5 years, it should be pointed out that there are no administrative or legal barriers to completing the degree in an accelerated timeframe.

Many of the comments in the section on the master's thesis have obvious relevance to the dissertation as well. A clear point of difference, however, is the greater emphasis placed upon originality in the doctoral research. Even in those situations where the dissertation research is conducted as part of a faculty member's project funded by outside sources, it is expected that the student will be able to devise a substantially original research plan which also fits into the overall theme of his/her mentor's research program. This does not mean in any way that the mentor may not make suggestions, or that he/she may not determine that a proposal is too remotely related to be supported by the funds assigned his/her project.

Students should be wary of rumors concerning what will or will not be viewed as an acceptable dissertation. What the department desires is what universities of quality wish everywhere—that the dissertation should constitute a significant, original, and scientifically rigorous contribution to the literature of the discipline. These criteria may be met by research studies of such great diversity that it is not feasible to set down here guidelines for attaining them. Rather, the student is encouraged to seek his/her mentor and [doctoral supervisory committee's](#) advice at an early stage in his/her thinking concerning the merit of his/her topic.

Doctoral Prospectus

The doctoral prospectus describes the research project that will constitute the student's dissertation. It consists of a thorough literature review and description of the proposed methods, measures, and data analyses. Dissertations must be prepared according to the Publication Manual of the American Psychological Association (6th Ed.). This document is carefully reviewed and revised with input from the student's chair and other faculty members as needed and circulated to the student's committee two weeks before the dissertation prospectus meeting (or later with the committee's permission).

The student must have a current, accurate supervisory committee on their PhD iPOS before scheduling the prospectus defense with their committee. The student should [reserve a room](#) for the prospectus once the committee has confirmed a day and time.

Students are required to print the Doctoral Dissertation Prospectus/Proposal Results form (located on the [PSY Graduate Student Resources](#) webpage) and bring it to the prospectus defense. The entire committee must sign the form to verify the student has passed the prospectus milestone. Next, the student delivers the form to the PSY graduate advising office. The Student Support Coordinator will get the Department Chair's signature and then file the form and enter the pass results into the student's iPOS to record the pass officially with the Graduate College. This will generate the candidacy letter.

Doctoral Data Meeting

The department requires the student to meet with their supervisory committee to review the data collected for the dissertation, according to what was approved at the prospectus meeting. The data meeting happens after the data collection process has been completed and the major statistical analyses have been performed. The student must submit a written statement of the principal findings and the manner in which they relate to the hypotheses or objectives of the study. The written statement is due to the entire committee at least two weeks prior to the data meeting.

The student cannot schedule the dissertation defense until the committee has approved the data results as indicated by their signatures on the [Dissertation Data Approval](#) form, which is basically a memo from the faculty mentor to the Department Chair about the student passing the data meeting and having the entire committee's approval. The student downloads this form and brings it to their data meeting. The student must submit the completed form to the PSY graduate advising office after the data meeting.

Doctoral Dissertation Defense

See the entire [Graduation \(Master's and Doctoral\)](#) section of this handbook for complete details.

Graduation (Master's and Doctoral)

Graduation Exit Session

The PSY Student Services Coordinator facilitates a meeting at the beginning of the fall and spring semesters, focusing on graduation. The meeting focuses on procedures, deadlines and helpful tips for completing all items on time. Information on graduation ceremonies is also part of the session. Different sessions exist for those completing a thesis, those completing a dissertation in the Clinical program, and those completing a dissertation in a program other than the Clinical program.

Students graduating within the next year are invited to the session. Students may attend one or more exit sessions. Sessions are held shortly before the graduation application deadline in fall and spring.

Apply to Graduate

Every student is required to [apply for graduation](#) in the semester in which they plan to complete the Master's in Passing (MA degree), the PhD degree, or graduate certificate. The only exception is the Clinical program in which students apply for graduation for the semester in which they complete their internship, not the semester in which they want to walk in graduation ceremony or the semester in which they hold their defense (unless the defense semester is the same semester in which they finish their internship). For more details about the Clinical program and requirements, see that program's supplemental handbook, located on the [Clinical program webpage](#).

The university lists the graduation application deadline on the [Academic Calendar](#). Students can apply after the deadline but will have to pay a late fee in addition to the graduation application fee. A separate application is required for each degree or certificate program. It's important for students to make sure their mailing address is correct prior to applying for graduation so the diploma gets mailed to the correct address.

Students must be registered for at least 1-credit at the graduate-level during their graduation semester. For most students, this is the semester in which they hold their defense. However, if the student completes defense-related steps after the posted deadlines, then their graduation term will be the next semester and the student will have to register for another graduate-level credit, even if all steps are still completed by the end of the defense semester. For example, if a student defends in fall after the "last day to hold a defense"

but still completes all the steps within that semester, they will be a graduate of the spring semester because they did not meet the fall deadlines set by the Graduate College. Students who miss deadlines related to defense and graduation steps and then do not register for the next semester will violate the [Continuous Enrollment](#) policy.

Students are encouraged to attend a graduation exit session to learn about all items required for their program in order to graduate on time. Students cannot apply to graduate if they are not in good standing and should make sure their interactive plan of study (iPOS) is accurate first.

Graduation Steps and Deadlines

The Graduate College has a list of steps and deadlines (for each step) listed on their [Deadlines](#) webpage. Students must complete these steps on time to ensure their degree is conferred (awarded) on time. Clinical students are the only Psychology graduate students who will (usually) apply for graduation in a semester after they have defended their dissertation, as their graduation semester is marked by the completion of their internship; all other grad students' graduation semester is marked by the dissertation defense (or the next semester if the student is late on the steps listed on the Deadlines page (exception: students can apply to graduate after the posted deadline with the penalty of a late fee and can still graduate in the same semester).

Scheduling a Defense

Students must have an approved MiP iPOS on file (with 30-credits and a full supervisory committee) in order to schedule the thesis defense. PhD students must have achieved candidacy before they can schedule the dissertation defense, which requires an approved PhD iPOS (with 84-credits and a full supervisory committee), pass scores in the iPOS system for the comprehensive exams (both written and oral), and pass scores for the dissertation prospectus. The department also requires students to have committee approval of their data (for the master's and the dissertation).

After the data meeting milestone is completed, the student will work with their committee to choose a day and time for the defense. Students should review the [Graduation Steps and Deadlines](#) section to know the timeframes for the semester and discuss with their committee and remind them of the Graduate College's [committee participation rule](#). The student will then reserve a room and officially schedule the defense with the Graduate College on the Defense tab in the iPOS system (MA iPOS for the thesis; PhD iPOS for the dissertation).

The defense must be scheduled at least 10 working days before the proposed defense date. The Graduate College will not allow a defense to be held on a "blackout" date, such as the week of graduation, as their staff is too busy to process defense items during that time. Blackout dates are also university holidays. Students should refer to the 10-Working Day Calendar, located at the bottom of the Graduate College's [Deadlines](#) webpage.

A formatted draft of the paper (thesis or dissertation) is required two weeks before the defense. Students submit the paper to the university thesis editors through the Format tab in the iPOS system. They will also need to email the complete draft to everyone on their committee at least two weeks before the defense day. Failure to send the draft to the thesis editors or to the committee will result in a cancellation of the defense in which case the student would have to start the process over, adhering to the 10-Working Day Calendar.

Holding a Defense

The student's pass-fail form will be emailed to the student's supervisory committee the day before the defense. The committee will sign the form electronically after the defense. If the committee requires revisions to the paper, then the student must complete those revisions (note deadlines for this step) before the committee chair adds the final signature to the form. After that, the student and the PSY graduate advising

office staff receive a copy of the completed pass-fail form. The student will continue with the format review process and the Student Support Coordinator will enter final grades (“Y”) for Dissertation or Research courses that have “Z” (in-progress) or “NR” (not recorded) grades, which is required in order for the degree to be conferred (awarded) by the Registrar’s Office at the end of the semester.

Format Review Process

The Graduate College is the publisher of all ASU theses and dissertations; therefore, the student’s formatting must be as accurate as possible prior to publication in the library ProQuest database system. The student may have several rounds of format revisions to do, as requested by a thesis editor via the iPOS (Format tab) system. To get through the process faster, students are encouraged to have their paper in proper APA format prior during the prospectus and early stages of the thesis writing process. A formatted version of the paper is required two weeks before the defense, as stated in the Scheduling a Defense section of this handbook. The format review continues after the defense in the event the committee required revisions or the student changed items on their own.

The Graduate College has several resources on their website for the [formatting review process](#), including a format manual, a format advising tool, and an APA style guide. Psychology students must always follow the most current version of the APA Manual.

At the conclusion of the format review process, the thesis editor will instruct the student to upload the format-approved version of the paper into ProQuest. This is the final step in the graduation process.

Clinical students should complete the ProQuest step as soon as possible after their dissertation defense, even though they still need to complete their internship before they graduate. Again, Clinical students will apply for graduation closer to the semester in which they complete the internship, not necessarily the semester in which they defend the dissertation unless both happen in the same semester – most Clinical students defend prior to the year-long internship.

Graduation Ceremony (Commencement)

The Graduate College organizes the graduation ceremony, which is called “Commencement”. Student participation is optional but requires an RSVP to attend. PhD students are hooded at the ceremony and receive a diploma cover. Diplomas are sent to the student’s mailing address (the one listed when applying to graduate) after the degree has been conferred, which may take up to six weeks after the end of the semester.

Graduation regalia (gap with tassel, gown and hood) is required for all students to participate in these ceremonies and are not provided by ASU. These items are available to purchase either on campus or online. Students are responsible for ordering, purchasing and picking up their regalia.

Graduation ceremonies take place at the end of the fall and spring semesters. Students who graduate in summer are NOT allowed to walk in the spring ceremony, with the exception of Clinical PhD students who complete all defense requirements for spring (or earlier) and will complete their internship in summer. These students have special permission to walk in the spring ceremony. Clinical students who do not meet the spring defense deadlines or whose internship ends in fall can participate in the fall ceremony only. Any student who defends their PhD in summer cannot participate in the spring graduation ceremony; they can participate in fall.

Diploma and Transcripts

ASU mails diplomas, shortly after the student’s final semester, provided that there are no holds preventing the generation of the diploma (e.g. no pending graduation application on file, a balance on the student’s

account, or missing grades). Students may submit a [Graduation Letter Request](#) to obtain an official letter stating that the requirements of the program have been met. The website also includes a link for directions on completing an Enrollment Verification form if this is something required by any hiring agencies.

Students may request their unofficial or official [transcripts](#) on MyASU. Transcripts will not show that the degree is completed until after the degree conferral date, which can be found on the [Academic Calendar](#).

Graduate Certificates

Addiction and Substance-Use Related Disorders (Graduate Certificate)

This new certificate program will launch in Fall 2019 and will only be available to students through ASU Online. Students enrolled in a ground campus program are not eligible to also be enrolled in an ASU Online program simultaneously. The department plans to offer this certificate to ground campus students in the near future.

Program Overview

Substance use and addiction constitute one of the largest preventable health problems facing the U.S. today, but less than 20% of those in need receive any substance use treatment, and only a small fraction of those in treatment receive evidence-based treatment. The online graduate certificate in Addiction and Substance-Use Related Disorders was developed to address this gap between treatment research and current clinical practices. State of the art training will improve the transfer of scientific knowledge to clinical practice, increase competence to address the opioid crisis and marijuana legalization, develop expertise to work with special populations and individuals with co-occurring disorders, and expand the use of evidence-based treatments, resulting in an increase in the effectiveness of substance abuse treatment. The certificate program consists of seven courses, totaling 21 semester credit hours. The courses cover the core addiction-related content areas required for licensure in Arizona, as well as most other states.

Admission Criteria

Applicants are eligible to apply to the program if they have earned a bachelor's, master's, or doctoral degree in any health, behavioral health, or counseling related field from a regionally accredited institution. Applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A"). Additional application requirements are listed in [Degree Search](#).

Addiction Certificate Curriculum

The Addiction Certificate curriculum is designed to meet the core educational content requirements for licensure in Arizona and most other states. It is also designed to meet national certification requirements. However, licensure as a substance abuse counselor typically has additional requirements, such as supervised experience and a passing score on a licensing exam, which are not included in the certificate program. The Addiction Certificate program cannot guarantee licensure in any jurisdiction, and students should refer to their state licensing bodies for additional information.

All seven courses are required. A graduate-level ethics course in counseling may be accepted for transfer. See the [Pre-Admission and Transfer Credits](#) section of this handbook for more details.

Course	Title and Link to Description	Credit Hours
PSY 570	Psychopharmacology	3
PSY 591	Ethics	3
PSY 601	Addiction and Substance Abuse: Assessment and Diagnosis	3
PSY 602	Comorbidity in Substance Use Related Problems	3
PSY 603	Evidence-Based Interventions for Substance Use Related Problems	3
PSY 604	Multicultural Issues Related to Substance Use Related Problems	3
PSY 605	Group Therapy for Substance Use Related Problems	3
Total Credit Hours Required		21

Plan of Study

Graduate students will file their Addiction Certificate plan of study in their first semester using a secure online process called the Interactive Plan of Study (iPOS). This electronic process will guide you through a step-by-step process and the curriculum outlined above will be added. A number of edits are built in to ensure that students have met university requirements prior to submitting their iPOS. Students will be able to login to review the status at any point along the way. The [iPOS how-to guide](#) will help you.

Satisfactory Academic Progress Policy

Students must meet the university [Continuous Enrollment](#) policy as well as the standard [Key Policies](#) listed on the Graduate College's website.

Graduation

See the [Apply to Graduate](#) section of this handbook for details on this requirement. Please note that there is no graduation exit session for the graduate certificate programs, as they do not have culminating experience requirements.

Applied Prevention Science (Graduate Certificate)

This new certificate program will launch in Fall 2019 and will only be available to students through ASU Online. Students enrolled in a ground campus program are not eligible to also be enrolled in an ASU Online program simultaneously. The department plans to offer this certificate to ground campus students in the near future.

Program Overview

The certificate program in Applied Prevention Science offers foundational and theoretical knowledge necessary in the field of Prevention Science, a field that seeks to prevent maladjustment and promote psychosocial and physical health prevention and promotion.

The certificate can be done as a stand-alone program or in conjunction with a graduate degree program.

The program does not offer the licensure exam nor is associated with the licensure exam. We encourage graduates to obtain licensure, for example, via the International Certification & Reciprocity Consortium.

Admission Criteria

Applicants are eligible to apply to the program if they have earned a bachelor's degree in Psychology or related field from a regionally accredited institution or an equivalent degree from an international institution that is officially recognized by that country. The minimum GPA requirement is 3.0 (on a 4.0 scale) in the last 60 hours of the identified bachelor's degree program. Additional application requirements are listed in [Degree Search](#).

Applied Prevention Certificate Curriculum

The program is comprised of five courses and students must complete all five courses with a passing grade to earn the certificate.

Course	Title and Link to Description	Credit Hours
PSY 563	Prevention Planning and Evaluation in Service Settings	3
PSY 564	Prevention Education, Communication, and Service Delivery	3
PSY 567	Prevention Organization and Community Change	3
PSY 569	Professional Ethics, Growth and Responsibility in Prevention	3
PSY 678	Preventive Psychosocial Interventions That Work	3
Total Credit Hours Required		15

Satisfactory Academic Progress Policy

Students must meet the university [Continuous Enrollment](#) policy as well as the following progress policies:

1. In most cases, the program faculty expect that students will complete their courses by the end of the first year, or soon thereafter.
2. If the courses are not completed by the end of the student's first year, the student may be asked to discontinue involvement in the program.
3. The student may petition the Program faculty for release from the time frame requirements and propose an alternate schedule, to be voted on by the program faculty.

Graduation

See the [Apply to Graduate](#) section of this handbook for details on this requirement. Please note that there is no graduation exit session for the graduate certificate programs, as they do not have culminating experience requirements.

Other Graduate Certificate Options

The ASU Degree Search webpage lists all current graduate programs, including certificate programs. To limit the search to just certificates, type "certificate" into the search field. The results will display [current graduate certificate programs](#). For more information on a specific program, click on the title of it. The program's overview, admissions information, curriculum, and contact information are listed on the page.

Students in a Psychology PhD program should first consult their faculty mentor to ensure that adding a certificate program to their studies will not impact continued success in the doctoral program.

Satisfactory Academic Progress Policy

As a graduate student it is your responsibility to be aware not only of your program's requirements, but also policies set in place by the ASU Graduate College that influence your degree progress, specifically the Graduate College's [Key Policies](#).

The Process: Annual Student Evaluation

The Psychology Department faculty (broken down into training areas) will provide an annual written evaluation for each graduate student. Each year students submit a progress report that addresses coursework, research activities, teaching if applicable, practicum if applicable, professional service, and any other psychology-relevant activities. The department also solicits feedback from the supervisor of the student's RA or TA assignment. Training area faculty meet to discuss the evaluation. Students receive (through their official ASU email) a written letter of evaluation prepared by the area head, and a copy of the letter is placed in the student's file. This feedback is intended to recognize graduate student accomplishments and to provide advice for improvement.

Academic Probation Policy

Although no formula for an overall evaluation exists, poor or substandard performance in any single area will be a matter for substantial concern, and probation or dismissal are possible outcomes. If a training area wishes to recommend probation or dismissal, the area head will forward that recommendation to the Director of Graduate Studies. Recommendations for probation or dismissal may also be made at times other than the annual evaluation. If a student is placed on probation, the written notification will describe the conditions necessary for ending the probationary period, including time limits and requirements. Students have 10 working days to appeal this recommendation in writing to the Director of Graduate Studies.

Probation or Dismissal Criteria

Some categories of possible causes for probation or dismissal are:

1. deception or falsification of statements in the admission application
2. unauthorized periods of absence from the graduate program
3. seriously compromising the relations of the department with the public
4. breaches of ethical judgment or professional responsibility
5. breaches of academic or scientific honesty (e.g., plagiarism, falsification of research data)
6. a pattern of behavior indicating poor judgment in carrying out professional roles, including inappropriate/disrespectful interactions with faculty, staff, student peers, undergraduates, and the scientific community within and beyond ASU
7. serious misuse of departmental or university facilities
8. failure to pass the SPEAK test in English after three years
9. lack of satisfactory academic progress

Lack of satisfactory academic progress includes performance in coursework, research, and the development of relevant professional competences (e.g., clinical work, teaching). Possible causes for probation or dismissal based on a lack of satisfactory progress are:

- a) failure to complete required course work in a timely manner according to program requirements
- b) failure to maintain a 3.0 GPA
- c) poor performance in research

- d) poor performance in professional activities (e.g., teaching or in the clinical program, failure to develop clinical competencies)
- e) failure to complete program milestones in a timely fashion. Timing of program milestones has been specified for each training area (see each training area policy for details).

Exceptions to the training area’s time expectations for program milestones can be granted only by student petition to the training area, and are granted by the training area based on unusual circumstances (e.g., transferring across programs, accommodations for health problems or disabilities, language barriers). It is recommended that the area head put this new time table in writing, and this new time should also be reflected in the student’s annual evaluation.

Click on the link in the table below or scroll to the [Appendices](#) sections of the handbook for more details on each area’s time expectations and other considerations.

Training Area	Location of Time Expectations for Milestones
Behavioral Neuroscience	Appendix 1
Clinical Psychology	Appendix 2
Cognitive Science	Appendix 3
Developmental Psychology	Appendix 4
Quantitative Research Methods	Appendix 5
Social Psychology	Appendix 6

Policies

Time Limit

Psychology graduate students must refer to their training area’s specific deadlines to ensure they remain on track and in good standing with their area’s expectations. The university time limit policies on degree completion are in the [Graduate College’s Policies and Procedures](#) manual. However, the Psychology Department’s training areas’ deadlines have more stringent time limits and thus supersede the university’s time limits. The Psychology Department expects doctoral degrees to be completed within 5-7 years. Even in cases in which the Psychology Department might extend the deadlines, Graduate College policies state that doctoral students must complete all program requirements within a consecutive ten-year period (five years after attaining candidacy). The ten-year period begins with the semester and year of admission to the doctoral program. The Graduate College policies state that Master’s students must complete all program requirements within a consecutive six-year period.

On average, most Psychology students complete the doctoral program in six years. Clinical students usually take at least six years because of a year-long internship requirement at the end of the program. The Masters in Passing is usually completed within two to three years of starting the doctoral program.

Any exception to the time limit policy must be approved by the Psychology Department and the Graduate College. The Graduate College may withdraw students who are unable to complete all degree requirements

and graduate within the allowed maximum time limits. Students who have questions about a time limit petition can contact PsychGrad@asu.edu for instructions.

Graduate courses taken prior to admission that are included on the interactive plan of study (iPOS) must meet [Pre-Admission and Transfer Credits](#) policy requirements.

Enrollment Policies

The academic unit and the university have firm policies related to students needing to enroll each semester (including summer sometimes) and paperwork needed for requesting a leave. Below are the most common enrollment issues or questions graduate students encounter. Additional information can be found in Graduate College's [Policies and Procedures Manual](#).

Registration Enrollment

Students register for classes through MyASU. If a student cannot register, then they may have a registration hold on their account, which would be noted in MyASU. If a student has a hold, they can click on the hold title and a box with additional information will appear, including contact information for resolving that specific hold.

Full time enrollment for graduate students is 9 or more credit hours each fall and spring semester. Students who are a RA/TA are required to enroll in 6 credit hours per semester, which is considered full-time for graduate assistants. International F-1 and J-1 students are required to maintain full-time enrollment status each fall and spring semester. Student loans and some fellowships may also require a full-time standing. If you are unsure of your required credit load, consult your mentor or the Student Support Coordinator.

Students may audit courses but audit courses cannot be listed on a plan of study, do not fulfill the 6 credit enrollment requirements for TAs and RAs, and do not count toward minimum enrollment hours needed to defer student loans. However, audited course tuition is covered the same way non-audited courses are for TAs and RAs. For questions about auditing courses, contact the Registrar, Financial Aid, or the Student Support Coordinator (see the [Resources](#) section for contact information for each).

Drop/Add Deadline

The [Academic Calendar](#) lists specific dates and deadlines for each semester. The College does not allow requests to drop courses past the drop/add deadline. Instead, the student would need to withdraw from the course if they no longer wished to take it. A withdrawal will result in a "W" grade on the student's transcript. A "W" grade may negatively impact students receiving student loans. A "W" grade lowers the student's pace rate, which is a measurement of credit hours *attempted* versus credit hours *successfully completed*. The only way to avoid a "W" grade is to drop the class during the university's add-drop period. The College does not back-date course drop paperwork. However, students can fill out an Enrollment Change Request to add a class after the deadline, but would need to collect all the appropriate signatures before submitting to the PSY graduate advising office. The Enrollment Change Request form is on the Registrar's [Registration Forms](#) webpage.

Continuous Enrollment

Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. This includes periods when students are engaged in research, conducting a doctoral prospectus, working on or defending theses or dissertations, doing an internship, taking comprehensive examinations, or in any other way utilizing university resources, facilities or faculty time.

Registration for every fall semester and spring semester is required. Summer registration is only required for students taking examinations, completing culminating experiences, conducting a doctoral prospectus, defending theses or dissertations, graduating from the degree program, or working as an RA.

Grades of “W” (withdrawal) or “X” (audit) are not considered valid registration for continuous enrollment purposes. “W” grades are received when students officially withdraw from a course after the course drop deadline. “X” grades are received for audit courses. Additionally, students completing work for a course in which they received a grade of “I” (incomplete) must maintain continuous enrollment as defined previously.

Students completing milestones between the end of spring and beginning of summer must follow the continuous enrollment policy if the event date is after the spring graduate commencement (graduation) date. The graduate commencement date for each semester is listed on the Graduate College’s [Deadlines](#) webpage. Students completing milestones during any of the summer sessions must register for summer. If completing the milestone after the last day of the last summer session but before the start of the fall semester, the student would not have to register for summer but would have to register for fall.

Clinical Student Internship: PSY 784 and GRD 595

Clinical students on internship must register for one graduate-level credit in fall and spring; summer is required only if they are graduating in summer. Students who have defended their dissertations are eligible to enroll in GRD 595 Continuing Registration. GRD 595 is a 1 credit course that requires fees but not tuition, so it is much cheaper than PSY 784 Internship. GRD 595 requires a petition in order to register and students can enroll in it for a maximum of two times. Contact the PSY graduate advising office for the petition form. If GRD 595 has been taken twice but the student has not graduated, then the student will need to take PSY 784 and pay tuition. Students who are on internship but have not defended are not eligible for GRD 595 and must register and pay tuition for PSY 784. If the student hasn’t completed 12 credits of PSY 799 Dissertation, then they should enroll in this course instead of PSY 784.

Clinical Students and the Graduation Semester

Clinical students will graduate based on the internship end date and the degree conferral date listed on the [Academic Calendar](#). The degree conferral date must be after the internship completion date, per APA requirements. Those who finish their internship after the summer degree conferral date will be fall graduates and must register for that final fall semester. The PSY graduate advising staff can help plan out semesters of enrollment during the internship (GRD 595 vs PSY 784) to minimize tuition expenses.

Re-Admittance

Students who violate the Continuous Enrollment policy must reapply to the university and program before they are able to resume taking classes. The nonrefundable application fee is required in this situation and the student will be in competition with all new applicants to the program. Re-admission is not guaranteed for students who have broken enrollment. Additionally, students who are readmitted may be subject to the pre-admission and transfer credit policy.

Pre-Admission and Transfer Credits

Graduate students are allowed to bring in up to 12 credits hours taken at another institution or taken prior to admission (pre-admission) to their current graduate degree program. The combination of pre-admission and transfer credits cannot exceed 12 credit hours. The department has the right to not accept all credits.

Students who completed a master’s prior to starting the program may, upon area head approval, apply 30 blanket credits from that master’s toward the 84 required credits for the PhD. Pre-admission and transfer credits could be used (upon approval) in addition to the blanket 30. Those who use the blanket 30 cannot

also do a Master's in Passing. Complete stipulations on the blanket 30 and the pre-admission and transfer credit policies are listed in the Graduate College's [Policies and Procedures](#) manual.

For graduate certificates, the university will only allow up to 40% of pre-admission, of which no more than 20% can be transfer credit from another institution and must meet transfer credit policies.

The Graduate College also requires the coursework be graduate-level, have a letter grade of "B" or higher and have been completed within three years of starting the program. For more details, review Graduate College's [Policies and Procedures Manual](#).

Leave Policies

Leave of Absence and Military Leave of Absence

Having an approved leave of absence by Graduate College will enable students to re-enter their program without re-applying to the university. Students may request a leave of absence for a maximum of two semesters during their entire program. This request must be filed and approved before the start of the semester in which the student wants to do the leave, e.g., before the first day of the fall semester.

A student on leave is not required to pay fees, but in turn is not permitted to place any demands on university faculty or use any university resources. Examples of utilizing university resources can be found in the Graduate College's [Policies and Procedures Manual](#), under the Leaves of Absence section.

Students who do not enroll for a fall or spring semester without an approved leave of absence by Graduate College have "broken enrollment" and are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students removed for this reason may reapply for admission to resume their degree program in a later cohort; the application will be considered along with all other new applications to the degree program. Although a student who has broken enrollment might be able to register for the next semester without reapplying, the Registrar's Office will discover the lapse in continuous enrollment no later than graduation. A student who has broken enrollment cannot graduate without reapplying, being readmitted, and possibly repeating classes due to the ASU pre-admission credit policy, which is listed in the Graduate Programs Requirement section of the Graduate College's Policies and Procedures Manual.

To request a leave of absence, the student must get approval from their mentor or entire supervisory committee and possibly the program area head before submitting the form. The form is an online petition within the student's [interactive plan of study](#) (iPOS). The iPOS does not have to be completed in order to submit the leave request; however, it is best practice to have an approved iPOS on file within the first two semesters. Students should submit the request at least two weeks before the start of the term in which they plan to be on leave. Failure to meet this deadline may result in a denied request or one that is not processed in time. The student's alternative is to register for the PSY 595 or 795 Continuing Registration. This is a placeholder class, which is one credit hour, and will keep the student actively enrolled for the semester. Tuition is required for Continuing Registration but there is no course work required.

Military students who receive deployment orders should contact PsychGrad@asu.edu to discuss the Military Leave of Absence procedures. They are similar to the information listed above but do not count against the two semesters (for a regular leave request), can be longer than two semesters, can be filed after the semester begins, and may need to be done in conjunction with the Pat Tillman Veteran's Center.

Medical/ Compassionate Withdrawal

In some cases, students experience a serious illness, injury or other significant personal situation that prevents them from continuing classes and they are unable to drop courses because the add/drop deadline

passed. In these situations, students can apply for a medical or compassionate withdrawal, either of which requires paperwork and documentation. Complete details and instructions are listed on The College's [Medical/ Compassionate Withdrawal](#) webpage.

Grade Appeal and Academic Grievance Process

If students feel there is an issue with their grade or they have an academic grievance, they need to follow The College's [Academic \(Grade\) Grievance](#) policy. It is recommended that students make every attempt to resolve the grade dispute or grievance informally, as outlined in steps 1 through 3. If a formal approach is needed, students will refer steps 4 through 8. Students may start the process at any stage of the 8 steps.

Practice of Psychology Rule

The following policy applies to all Clinical students and is offered here for informational purposes.

The “practice of psychology” is defined as any teaching, research, clinical, consulting or applied function commonly associated with the activities of psychologists.

Any practice of psychology by psychology graduate students must be either arranged for and monitored by the student's program (e.g., agency placements, TA assignments) or otherwise reviewed and approved. Students are responsible for bringing any practice activities not provided by the program to the attention of their faculty mentor and area head, in advance of any participation if at all possible. The mentor and area head are to judge whether the activity requires review by the training area faculty. Examples of practices normally requiring faculty review would be community college teaching, clinical services delivery, organizational consultation, and research duties not arranged by the program. Example of activities which the faculty mentor might approve without additional formal review are one-time research presentations at a community agency or professional meeting and participation in a workshop directed by a certified psychologist.

Student Responsibility

It is the responsibility of each student to understand and observe all procedures and requirements specified by the ASU Graduate College, The College, and the Department of Psychology. It is a requirement for all students to read and understand the Graduate Handbook and the ASU [Academic Catalog](#) and to adhere to the [Student Code of Conduct](#). Faculty and staff provide academic advice and assistance, but the ultimate responsibility for meeting degree and other requirements remains with the student. Students should frequently check their MyASU account.

ASU Email

All ASU students are required to have an active ASU email address. Students may forward their ASU email to another preferred account. It is important that students check their ASU email frequently, so they do not miss important notices. Arizona State University, The College, and the Department of Psychology conduct their business and official communications via ASU email only.

Registration/ Continuous Enrollment

Students are expected to register prior to the start of each semester and adhere to the Continuous Enrollment policy. See the Policy section of this handbook for additional details on the [Registration Enrollment](#) and the [Continuous Enrollment](#) policies.

Culture of Respect

ASU is a community and a professional work environment. Graduate students are expected to treat peers, teachers, students, staff, and members of the ASU community with respect and to work with them in a professional manner, both in person and online. Psychology graduate students are representatives of the Department of Psychology and the university. The department expects its students to be good representatives who recognize that poor behavior by one student impacts others by creating a negative perception of the department.

Relations with the Public

The department has relations with the lay public, members of allied professions, governmental officials, and psychologists outside the department. Each of these is a large and varied group. The lay public, for instance, includes our undergraduate students, clients of the [Clinical Psychology Center](#) and Child Study Laboratory, research subjects, visitors to the department, and citizens of regions who may know of us only very intermittently through the publicity given to one or another of the department's programs. As members of a state university we quite properly have a direct responsibility to, and accountability to, the citizens and government of Arizona. We also clearly have responsibilities to the national organizations and professional associations with which we are affiliated, and our concept of public relations extends to these bodies also.

All graduate students involved in professional activities with undergraduate students or clients are requested to carry out their duties just as if they were the official representatives of the department to the public, which is, of course, very often exactly how you will be perceived. The department views entry into graduate training as in many ways quite disjunctive with the patterns of the undergraduate life which immediately preceded it. Modes of social interaction, dress, and oral expression which were appropriate to social relationships prior to graduate training will in many instances not transfer readily to the professional roles which accompany graduate training. While in many respects the professional roles of graduate students must evolve slowly over the course of the PhD program, it is nevertheless true that individuals outside the department will view you essentially as professionals from the moment you join the department. Furthermore, they are not apt to make fine distinctions as to when you are in or out of a professional role, regardless of the context of the interaction.

For these several reasons, all graduate students are requested at all times to consider the possible impact of their behavior upon the perceptions and attitudes of the non-psychologists with whom they interact, not only in explicitly professional interactions, but also in other places and situations in which non-psychologists are likely to perceive you as professionals. While the latter consideration applies to all areas of specialization, it is perhaps most obvious in the Clinical area, where the undergraduate student who observes you at a distance in the library on one day may turn out to be your client the next day.

Similarly, in any area of human research, it is clear that the participant's view of you as a scientific investigator may be facilitated or impaired according to his/her observations of you in other situations. As a general guideline, it is requested that graduate students consider the professional role implications of their style of interaction, speech, and dress when acting in any assigned professional capacity or in any situation likely to be perceived by a non-psychologist.

It should be noted that the issues discussed above do not bear upon the civil rights of graduate students but upon their professional obligations. Further, the faculty will usually assume that good judgment regarding professional conduct is not something they should have to teach explicitly, and therefore prefer usually to leave such matters to the student's discretion.

There is, however, a particular category of professional interaction in which the department will take a very specific interest—those situations in which stipend support or training appointments are provided by non-university agencies which set explicit, advance requirements concerning the behavior of graduate students

when working with the agency or its clients or wards. Agencies are quite free under the Constitution to set requirements, during working hours, regarding styles of interaction, speech, or dress (including grooming). When graduate students accept non-university appointments with advance knowledge of such requirements, it is essential that the requirements be complied with. If they do not appear to be appropriate requirements in the graduate student's view, the question should be raised with the area head or the Department Chair before accepting the appointment.

Sexual Harassment and Discrimination

The university prohibits sexual harassment by employees and students and will not tolerate sexual harassment that interferes with an individual's work or educational performance or creates an intimidating, hostile, or offensive working, learning, or residential environment. Please visit ASU's [Sexual Violence Awareness and Response](#) site to learn more about rights and responsibilities, how to report an incident and how to get immediate assistance and confidential support.

The Chair of the Department is available to hear any complaint of alleged discrimination in employment, educational programs or activities because of race, color, national origin, religion, sex, sexual orientation, age, disability or Vietnam era veteran status. If a person feels discomfort talking to the Department Chair, an area head, faculty mentor, or anyone else in the department, then a complaint may be filed with the [Office of Equal Opportunity/ Affirmative Action](#) for investigation and resolution.

Student Code of Conduct

The [Arizona Board of Regents \(ABOR\) Student Code of Conduct](#) sets forth the standards of conduct expected of students who join the university community. Students who violate such standards will be subject to disciplinary sanctions in order to promote personal development, protect the university community, and maintain order and stability on campus and in associated learning environments.

In addition to the university's Academic Integrity and Student Code of Conduct policies, the department also expects graduate students to abide by the [APA ethical code of conduct](#).

Academic Integrity

Academic integrity is a fundamental value because violations of it cause harm to students and their peers, the university, and future employers, clients, or patients. Psychology students are expected to be ethical in their multiple roles as students, researchers, and representatives of the university. When in doubt about appropriate conduct, students should review ASU [Academic Integrity Policies and Resources](#), review [The College's Academic Integrity](#) webpage, and consult an instructor or advisor to seek clarification as needed.

Newly admitted graduate students will receive a "priority task" in MyASU directing them to complete an online module on academic integrity. The module consists of a PowerPoint that outlines academic integrity and students must take a quiz and pass with an 80% or higher.

As outlined by ASU policy, a student may be found to have engaged in academic dishonesty if, in connection with any Academic Evaluation or academic or research assignment (including a paid research position), he or she:

1. Engages in any form of academic deceit, such as fabricating data or information;
2. Refers to materials or sources or uses devices (e.g., memory cards or drives, audio recorders, camera phones, text messages, crib sheets, calculators, solution manuals, materials from previous classes, or commercial research services) not authorized by the instructor for use during the Academic Evaluation or assignment;

3. Possesses, reviews, buys, sells, obtains, or uses, without appropriate authorization, any materials intended to be used for an Academic Evaluation or assignment in advance of its administration;
4. Acts as a substitute for another person in any Academic Evaluation or assignment;
5. Uses a substitute in any Academic Evaluation or assignment;
6. Depends on the aid of others, including other students or tutors, in connection with any Academic Evaluation or assignment to the extent that the work is not representative of the student's abilities;
7. Provides inappropriate aid to another person in connection with any Academic Evaluation or assignment, including the unauthorized use of camera phones, text messages, photocopies, notes or other means to copy or photograph materials used or intended for Academic Evaluation;
8. Engages in any form of plagiarism, including self-plagiarism (the act of taking work or ideas, passing them off as one's own and/or not giving credit to the source);
9. Uses materials from the Internet or any other source without full and appropriate attribution;
10. Permits his or her work to be submitted by another person in connection with any Academic Evaluation or assignment, without authorization;
11. Claims credit for or submits work done by another;
12. Signs an attendance sheet for another student, allows another student to sign on the student's behalf, or otherwise participates in gaining credit for attendance for oneself or another without actually attending;
13. Falsifying or misrepresenting hours or activities in relationship to an internship, externship, field experience, clinical activity or similar activity; or
14. Attempts to influence or change any Academic Evaluation, assignment or academic record for reasons having no relevance to academic achievement.

Academic honesty is expected of all students in all examinations, papers, academic transactions and records. Possible sanctions for academic dishonesty include, but are not limited to the following: appropriate grade penalties, loss of registration privileges, disqualification, and dismissal.

Students have the responsibility to understand and uphold the highest standards of academic integrity. The department has a zero-tolerance policy for any form of academic dishonesty and follows the university's [policies and procedures](#) when responding to an academic integrity complaint and determining sanctions.

Research Projects and Activities

Much of graduate training is essentially a research apprenticeship, and students should plan their programs with great care. At certain points in the graduate program, the student may feel some conflict over the time to be devoted to the several activities he is engaged in. In resolving these scheduling conflicts, it is essential that the schedule which is worked out does not interfere with the student's ongoing research activities. While the doctoral dissertation is typically the most important single piece of research the student accomplishes; its success is dependent upon the cumulative research apprentice training received from the beginning of graduate study.

Although the research training usually involves intensive work with one faculty supervisor at a time, departmental regulations allow working with two or more faculty supervisors simultaneously as well as students' working independently or with other students. If no faculty member is providing administrative supervision or space, the area head or Director of Graduate Studies or Department Chair should be consulted to ensure that all university regulations concerning research are followed.

All research with human subjects, whether of an experimental character or not, must be approved in advance by the ASU IRB. If, at any stage of the research, a legal, ethical, or public relations issue becomes apparent, it is the responsibility of the investigator immediately to inform the Department Chair, and, in the case of graduate students, the faculty supervisor.

The department also takes very seriously the adherence to ethical guidelines in the treatment of animals. Statements concerning the care and research use of animals are posted in the animal laboratories, and graduate students are expected to be fully informed about them. The Chair of the Animal Care Committee is administratively responsible for ensuring the appropriateness of research use of animals, and any questions on this topic should be addressed to them.

PSY 101 QUESTIONNAIRE

Each semester, the Psychology Department organizes a survey that all students enrolled in the Introduction to Psychology (PSY 101) courses (Tempe campus and iCourses) are invited to participate in. This PSY 101 Prescreening Questionnaire is an opportunity for researchers in the department to screen potential participants for future studies, or to quickly collect data from a large number of participants. Several weeks before each semester begins, a memo is sent to all faculty and graduate students who might desire to include research scales on the Questionnaire. All researchers must individually obtain approval for their scales in advance from ASU's Institutional Review Board (IRB). Space on the Questionnaire is finite and in high demand, so researchers are encouraged to carefully consider each item they submit. The Questionnaire is administered via Qualtrics and is organized into four versions. A researcher's scale will appear on only 1 version (or not at all) if he/she submits more than 35-50 items. Researchers submitting fewer items (e.g., 10-15) are likely to have those items included on multiple version of the Questionnaire (and thus reach more participants). In past semesters, an average of 450 participants have responded to each of the four versions of the Questionnaire.

Tuition, Fees and Financial Support

Tuition and Fees

ASU posts current and past tuition rates on the [Tuition and Fees Schedule](#). Rates for graduate students are broken into three categories: resident, non-resident, and international. Students who wish to change their status to resident (for tuition purposes) must work with the Registrar's Office, which has a webpage dedicated to [Residency for Tuition Purposes](#). Updating the status may be a lengthy and complex process.

Financial Support

We strive to fund all students throughout their course of study but resources are finite. To be fair to all students, we use a system of prioritization to make best use of funds to benefit both students and the department. The following priorities govern use of TA lines only (not RAs):

1. Students in years 1-5 will have priority. Students in years 6 and above will drop in priority. Sometimes, exceptions may be made. Some exceptions might be:
 - a. Students in good academic standing who have written successful fellowship/grant proposals will not be "penalized" for those years. Similarly, requests from students in good standing can be considered past the 5th year when they have previously supported themselves through mechanisms not associated with the Psychology Department.
 - b. In rare circumstances, a particular specialized skill might be required (e.g., Quant TA). If no student in years 1-5 can be identified to fill that need, then a more advanced student may be given higher priority.

- c. In some circumstances, area heads might propose different timetables for students (e.g., those who enter with a master's degree).
2. Students who have satisfactory or better ratings in their TA or RA performance will have higher priority. Students who receive unsatisfactory ratings in either TA or RA performance will have lower priority.
3. Students in good standing in their programs will have priority. Students who have received ratings of "not making satisfactory progress" in their annual evaluations will have lower priority.
4. These department priorities override area allocation. That is, an area will not use a TA line to fund a "low priority" student if another area has an unfunded "high priority" student.

Whom to Consult Concerning Financial Support

Funding may come from various sources. It is the student's responsibility to work closely with their mentor to inform them of continued needed support, especially for summer. The mentors work with their program's area head to convey this information. The area head is primarily responsible for the pattern of student support for their area. The area head works closely with the Director of Graduate Studies and the Department Chair with respect to long-range planning of stipend support.

Questions concerning appointments inside or outside of the university should be directed to the area head or Department Chair. Questions about applying for grants should be directed to both Research Advancement and the Director of Graduate Studies before pursuing the opportunity.

Departmental Graduate Assistantships (TAs and RAs)

Graduate assistantships are technically categorized as one of the following:

Position Title	Brief Explanation
Teaching Assistant	Works in a classroom setting with an assigned instructor. Funded by the department. Salary is <u>lower</u> than the <i>associate rate</i> due to not having a master's
Research Assistant	Works in a research setting with a faculty member. Funded by the faculty member's grant. Salary is <u>lower</u> than the <i>associate rate</i> due to not having a master's
Teaching Associate	Works with faculty in a classroom setting. Funded by the department. Salary is <u>higher</u> than the <i>assistant rate</i> due to having a master's
Research Associate	Works in a research setting with a faculty member. Funded by the faculty member's grant. Salary is <u>higher</u> than the <i>assistant rate</i> due to having a master's

The Director of Graduate Studies assigns the duties of graduate assistants in consultation with the department Business Manager and the area directors. Graduate assistants are:

1. Assigned to work under the direct supervision of one faculty member (but it may be more) who will determine the details of the student's responsibility.
2. Considered to be on half-time (20 hours per week) or one quarter time (10 hours per week) appointments for the academic year.
3. Expected to begin their assistantship responsibilities before classes begin by attending the appropriate TA orientations and meeting with their supervising faculty member (see the [TA Expectations](#) and [Required TA Orientation](#) sections below). Exact dates change annually.
4. Expected to adhere to the policies and procedures within the [ASU TA/RA Handbook](#).

Required TA Orientation

TAs must attend the Psychology Department TA orientation every fall semester.

TAs who are serving in the role for the first time at ASU at the graduate-level must attend the [ASU TA orientation training](#) before their first semester as a TA. Previous undergrad TA experience at ASU or experience from another university does not exempt the TA from doing the university training.

TA Responsibilities

The purpose of the TA assignment is to provide support and assistance to the instructor of the course and to the student taking the course. The assignment can also be of value to the TA by serving as a refresher course, as an opportunity to learn new knowledge/ information, and as an opportunity to acquire teaching skills and experience, which are highly valuable in today's academic job market. The faculty member who is teaching the course is in charge of course content, course requirements, course conduct, and course grading policies. TAs need to follow parameters set by the instructor. For a valuable experience, TAs need to adhere to the following policies:

1. Follow the rules and guidelines set forth by the instructor of the course without change.
2. Provide the services requested in a prompt manner.
3. Hold a minimum of 3-5 office hours per week to meet with students (if requested by the supervising faculty member).
4. Meet the 20-hour a week work requirement.

Details of TA expectations can be found XXXXXX

The mentoring relationship fostered by the TA assignment can be of great value, both to the faculty member and the student by keeping in mind the following:

1. Be respectful to each other.
2. Keep communication lines open and honest.
3. If a problem arises, deal with it promptly.

If problems cannot be resolved, the student can refer to a number of other resources, such as their faculty mentor, their area head, the Director of Graduate Studies, or the Department Chair.

Failure to provide assigned duties, initiation or contribution to class disruptions, and/or willful disregard of rules and procedures set forth by the course instructor can result in discipline, up to and including dismissal from the TA position.

TA Tips and Expectations

The department has a list of tips and expectations for best practices along with instructions on how to handle difficult situations. The handout is located on the [grad student resources](#) webpage.

Teaching Your Own Class

Although not required (other than TAs who teach lab sections), many students wish to teach their own classes to help prepare for a career that includes teaching. In preparation for this teaching experience, students are encouraged to take PSY 501: Teaching Seminar. Through PSY 501, students can teach their own class section under faculty supervision. After successfully completing this supervised experience (or teaching their own lab section as a TA) students are eligible to apply to teach their own class for their TA funding. We reserve one or two slots per semester for students to be funded to teach their own classes. Interested students should apply one year in advance of the semester that they wish to teach by emailing the Director of Graduate Studies.

Teaching Evaluations

As required by the Arizona Board of Regents and ASU policy, evaluations are conducted of all ASU courses. The online process is independent of any classroom activity. Course evaluations are anonymous and are released to instructors after grades are posted. Students complete course evaluations near the end of the semester. Results are shared with departments and instructors to provide student feedback on instruction.

Testing Services

Testing Services provides the scoring of examinations. An instructor must submit an answer key for the examination, a half-sheet information form, and the completed answer sheets. Testing Services will return to you the corrected answer sheets, the answer key, and a printout of the students' scores. The Main Office will take the tests to Testing Services and pick them up.

*Teaching as defined for this purpose is: sole responsibility for the teaching and grading of a course or laboratory.

Tests for Students with Disabilities

The Disability Resource Center (DRC) provides numerous services for students with documented disabilities, such as administering tests and preparing tapes of textbooks. An examination must be left in the Undergraduate Studies Office, PSY B236, for DRC to pick-up at least one day prior to the regular examination time. DRC will return the completed examination to the instructor. Students must work with the DRC at the beginning of the semester if utilizing the services. More information is in the [Resources](#) section of this handbook.

Note-Taking Service Policy

The departmental policy regarding professional note takers in class are as follows:

1. An instructor retains the right to decide whether or not to allow the note-taking service to attend a class.
2. A note-taker should be allowed in class only if there is available seating. A registered student **always** has priority.
3. An instructor may never benefit financially in any way from the service.
4. An instructor who agrees to the presence of a note-taker in must assure that at least one copy of the notes be deposited in the Reserve Section of the Library for the use of students who choose not to purchase them.

Posting of Grades

During the semester, any posting of grades must occur in a manner which will not compromise the student's privacy. Therefore, names may not be used **nor** can all numbers of the ID number be used. It is recommended that grades be posted by the students affiliate ID#. Grades should be either posted outside the instructor's office or in the glass cases outside the Psychology Building on the West end of the first floor. Final grades are posted on-line on your MYASU space.

Overrides

TAs should not give overrides for classes. Overrides are handled in the advising offices. For undergrad courses, students need to see the undergrad advising office; for grad classes, they see the graduate advising office.

Responsibility for Class Absence

An instructor is responsible for meeting his class unless there is a health-related reason or prior permission has been obtained. Permission for absence from a class meeting should be made in consultation with the TA's supervisor, department chair, and/or area head. If the absence is sudden and unavoidable, a phone call should be placed to the Psychology Main Office as soon as possible so that the class can be cancelled or rescheduled. Supervisors **must** be informed of any planned absences, when a class is meeting at a time or place other than the original time and place, if the class is being cancelled or when the class will be under the control of someone other than the assigned instructor. Needless to say, absences should occur infrequently and the quality of the course should be the uppermost concern.

TA and RA Tuition and Health Benefits

TA and RA positions are usually 20 hour a week jobs, which come with a stipend, 100% tuition waiver for the semester, and 100% health insurance coverage (for the individual student only; requires the student to enroll in a health insurance plan unless the student is international, in which case they are automatically enrolled in a health insurance plan). Some TA and RA positions are only 10 hour a week jobs, which come with a stipend, 50% tuition waiver for the semester, and 50% health insurance coverage (for the individual student only). Tuition waivers do not cover miscellaneous fees, which are the responsibility of the student to pay. Students who do not see the tuition waiver applied to their bill should make sure they're enrolled in at least 6 credits for the semester. If so, then they should contact the PSY graduate advising office to ensure the waiver has been entered in the system. See the [Resources](#) section for contact information.

Teaching or Research Salary Increase

A salary increase from assistant to associate is awarded when a graduate student has advanced to a post-master's level in their program. Evidence of the earned master's degree, through degree conferral, is required before the salary increase will be awarded. The conferral date for each semester is listed in the [Academic Calendar](#). Students must adhere to [graduation deadlines](#) to have their degree conferred in the same semester in which they defend. Missing the deadlines will result in a conferral date in a future semester.

MA Degree Conferral Semester	Semester Salary Increase Begins
Spring or Summer	The following Fall semester
Fall	The following Spring semester

Pay Schedule

Teaching assistants and research assistants receive 20 equal paychecks over the academic year. Payroll is run bi-weekly and the pay date is every other Friday.

Arrangements for direct deposit to a bank may be done online but HR paperwork must be completed and submitted at least week before direct deposit can be set up. Employees can also do the W4 paperwork online. Paper paychecks can be picked up in the PSY Main Office. Paychecks will **not** be released to anyone other than the designated payee unless prior arrangements have been made. A signature is required for paper check pick-up.

Extra Work/ Outside Work

When the department arranges RA or TA stipend support, it is with the understanding that the work involved is relevant to the student's academic program, and limited to about 20 hours per week, so that the student may continue in full-time status (with a minimum of 6 academic credits per semester). This is consistent with ASU policy as stated in the ASU TA/RA Handbook. Work in excess of 20 hours per week imperils this plan. Therefore, situations in which a student receiving stipend support wishes to do extra work, which is psychological or non-psychological, for remuneration is of concern to the department.

In the rare case that a student is not supported by the department (i.e., they do not have either RA or TA support), we expect that the student will seek outside work limited to 20 hours per week so that students may continue in full-time student status.

However, whether or not students are supported by the department, they should consult with their faculty mentor before undertaking outside work. International students also need to consult the International Students Office to make sure that they are in compliance with the regulations on work policies for international students. See the [Resources](#) section for contact information.

The Psychology Department policy for requiring consultation with faculty mentors and written approval from training area directors before committing to outside work is in no way intended to prohibit or discourage graduate students from doing outside work activities. Indeed, outside work activities can have important training benefits and financial benefits to the student. Rather, advance consultation with the faculty mentor and the area director can protect the student from possible negative consequences of outside employment (e.g., over commitment that interferes with the student's progress through the program; accidental violations of ethical or financial policies such as violations of policies that govern various student fellowships).

Summer Employment

Students are supported in the summer in several ways. The Department has a small number of hourly worker positions to support the educational mission. Announcement of (and applications for) these positions usually occur in mid to late spring (around March).

Students are also employed during the summer as RAs on faculty grants. Those students must be enrolled for at least one semester hour during the summer work period. The work period needs to align with the session dates of the course enrollment. A summer RA position at 20 hours a week comes with a 100% tuition waiver; 10 hour a week positions come with a 50% waiver.

Many students also use block grant funds distributed during the spring semester to save for summer support.

Fellowships, Scholarships, and Student Loans

The Graduate College offers a number of fellowships and scholarships. Students interested in these awards, should see the Director of Graduate Studies, since the department sends nominations to the Graduate College; the student does not apply directly. Details on the various opportunities are on the Graduate College's [Fellowships and Awards](#) webpage. Self-nominations are welcome and should be sent to the Director of Graduate Studies.

The Financial Aid Office offers a series of brochures regarding scholarships, fellowships, grants, loans, etc. Students applying for need-based awards must have a Free Application for Federal Student Aid (FAFSA) on file for the academic year to be eligible. Any need-based aid awarded to students can be impacted, such as taken away, if the student's need changes due to receiving an additional source of funding. Taking out student loans may impact the eligibility to receive or continue receiving a need-based award. Additionally, students must meet qualifications to continue receiving student loans or work with the PSY graduate advising office to fill out a Satisfactory Academic Progress plan (SAP plan) for consideration of future loan awards. Students can contact the Financial Aid Office for questions and information on various opportunities. Contact information is listed in the [Resources](#) section of this handbook. If a student wishes to apply for a grant or a fellowship outside of ASU, they should consult with the Director of Graduate Studies and the Research Advancement Office.

Graduate Student Travel Funding

Graduate students are able to request funds to help support travel to present a poster or talk at a professional conference. Funds may come from one or more sources, all of which may have their own application, eligibility requirements, deadlines, etc. An overview of the most common funding sources for graduate students, and other pertinent details, are on the [Psychology Graduate Resources](#) webpage. Questions should be directed to the PSY graduate advising office.

Resources

Arizona State University and the Department of Psychology provide numerous resources to assist students. The following list includes some of the [many resources](#) that may be beneficial for graduate students while pursuing a degree.

PSY Graduate Advising Office

The Department of Psychology Graduate Advising Office is open to all prospective and current Psychology graduate students and provides quality academic advising and support services to promote student success. Find office hours and schedule an appointment on the [Graduate Resources](#) webpage. The office is located in the Psychology Building (PSY), room 201. Typical office hours are Monday – Friday, 8:00 AM to 5:00 PM, except on observed holidays when the university is closed. Students may email PsychGrad@asu.edu. Current staff in the Student Support Coordinator and Student Recruitment Coordinator roles are listed on the cover page of this handbook.

PSY Graduate Student Resources Webpage

The Department of Psychology's [Graduate Resources](#) webpage contains key information about department policies, procedures, and related forms. Department staff will often refer students to this page.

Graduate College Policies and Procedures Manual

The Graduate College oversees all graduate programs at ASU and upholds university and graduate program rules and policies. All graduate students are responsible for familiarizing themselves with Graduate College's [Policies and Procedures Manual](#) in addition to those specific to the academic unit.

Graduate College TA/RA Policy and Procedures Handbook

The [ASU TA/RA Handbook](#) provides an overview of ASU policies and support services pertinent to teaching and research assistants and associates. It includes information relating to:

- Conditions of appointment
- Types of appointment
- Benefits
- University policies

The teaching (TA) and research (RA) assistant/ associate role is an important one to the ASU community. It provides graduate students with professional development opportunities that are unique to academia while supporting the university's teaching, research, and service missions. For more information about TA and RA positions, view the [Departmental Graduate Assistantships \(TAs and RAs\)](#) section of this handbook.

PSY Graduate Student Handbook

The current graduate handbook and archived versions are available on the department's [graduate student resources](#) webpage.

PSY Graduate Student Council

Each of the six training areas elect a student leader for the academic year. These six student leaders make up the PSY Graduate Student Council and participate in the Graduate Studies Committee meetings throughout the fall semester and a few meetings at the end of the spring semester. They also coordinate a student project that is completed by the end of the spring semester. The Graduate Student Council serves as a resource to graduate students in their area. Graduate students can bring any issues, ideas, or concerns that they have to their elected representative.

Graduate and Professional Student Association

The [Graduate and Professional Student Association](#) (GPSA) is ASU's student government. GPSA is a great way for students to get involved on campus and serve the campus community. GPSA has several grants for which students may apply at different times of the year. GPSA's "GradAd" email listserv is a way for students to buy and sell items, look for roommates, promote or find volunteer opportunities, etc.

Campus Safety

To report an emergency on campus, students can simply dial 911 or use one of the emergency call boxes found on campus. These call boxes can be identified by their blue light. Non-emergency ASU police or campus safety matters should be directed to 480-965-3456.

ASU Alerts and information about life-threatening situations such as a major fire or armed suspect on campus are sent via three methods:

- [ASU LiveSafe](#) mobile app
- Email to all ASU student, faculty, and staff accounts
- Text message using the mobile phone numbers listed on your MyASU profile

Best practices include completing your student profile with your mobile telephone number, enabling push notifications on your phone, and turning on location services. GPS data may provide ASU police more information if you report an incident or make a call, and it will allow you to receive geo-fenced advisory messages.

Facilities and Reserving Rooms

The Department of Psychology business and advising offices are located in the main Psychology Building (PSY). Our extensive faculty and their grad students have office space and labs in various buildings, such as the following:

- Armstrong Hall (ARM)
- Biodesign Institute, Buildings A-C (BDA; BDB/ BDC)
- Psychology Building (PSY)
- Psychology North (PSYN)
- Schwada Building (SCOB)
- Others

The [Tempe campus map](#) illustrates the location of the buildings. Graduate students are assigned an office or lab space by their faculty mentor. If the mentor changes, then the office and lab space may change as a result.

Access

Graduate students will need to complete required forms to gain access – either by key or Sun Card – to their work spaces. Students need to work with their faculty mentor to get the access.

Room Reservation

Students can reserve a room with the front desk in the Psychology Main Office, room 203 of the Psychology Building or by sending an email to psy.mo.student@exchange.asu.edu. For efficiency purposes, students should include complete details when requesting to reserve a room, such as the entire time frame the room is needed, how many people will attend, and any other pertinent details. If a room is reserved and then no longer needed, the student is expected to cancel the reservation so that room is available for others.

MyASU Portal

[MyASU](#) is an interactive, customized portal to a diverse range of student services, from financial aid to academic advising and course registration. Through the site, students can access their ASU email account and online course materials. MyASU also serves as a portal to the ASU Library and the source for downloadable software.

Canvas

Arizona State University provides online courses and course material through a Learning Management System (LMS). The LMS used by ASU is called [Canvas](#). Students access Canvas through their MyASU portal.

Sun Card

The [Sun Card](#) is Arizona State University's official photo ID card. Students may [upload a photo](#) and either pick up the Sun Card in the Sun Devil Card Services Office or have the Sun Card delivered by mail. Students will be charged \$25 for the card. A Sun Card is required to access some locations on campus.

Housing

There is some housing available at the Tempe campus for graduate students, which can be found under [Upper Division Housing](#) on the University Housing site. However, most graduate students live off campus and the [Off Campus Housing](#) webpage has helpful information for students seeking housing options.

Health Services and Insurance

ASU [Health Services](#) provides a number of services focused on the health and well-being of students, including [student health insurance](#). International students are automatically enrolled in the ASU student health insurance plan. All other students must take steps to enroll in an insurance plan (if desired). Students can register through the Campus Services section of their MyASU page.

ASU Parking and Transit Services

Students can find information about parking permits and rules about parking at other campuses on the [Parking and Transit Services](#) webpage, including the free Tempe campus bus, The Flash/ Flashback, and the free Tempe bus system, The Orbit.

Campus Amenities

The hub of student life at the Tempe campus is the [Memorial Union](#) (MU). Students can find restaurants, live music, a gaming lounge, bank automated teller machines (ATM), and much more.

Student Organizations

ASU has over 1,000 student clubs and organizations, providing every student an opportunity to get involved. Students can also form their own group. Explore all the options on the [Student Organizations](#) website.

Tutoring and Writing Center

ASU provides free assistance with writing and offers tutoring in a variety of subjects. For complete details, please visit [University Academic Success Programs](#). Students are strongly encouraged to meet with a graduate writing tutor while drafting major deliverables such as proposals, presentations, and papers to ensure they meet the standards expected of graduate students.

ASU Libraries

ASU has several libraries and hosts impressive online and hardcopy collections. The Tempe campus is home to [Hayden Library](#), the main library on campus, as well as the [Design and the Arts Library](#), the [Music Library](#), and the [Noble Science Library](#). Students can research past theses and dissertations through the ProQuest database, request documents from other libraries around the world, or search online article databases. Hayden Library also provides free creative equipment and tools through [mkrservices](#) and [mkrstudio](#). Online access is available through [MyASU](#).

Disability Services

The Disability Resource Center (DRC) provides services to qualified students with disabilities on all ASU campuses. Eligibility is based on qualifying disability documentation and assessment of individual need. Every effort is made to provide reasonable accommodations for qualified students with disabilities. Qualified students who wish to request an accommodation for a disability should [contact the DRC](#).

Counseling Services

ASU [Counseling Services](#) offers professional counseling and referrals for all members of the ASU community, regardless of race, gender, sexual orientation, age, student status, religion, ability, size, or financial situation, personal concern, or previous counseling. Support is available 24/7 and no appointment is necessary. First appointments are free, and fee waivers are available for ongoing services.

During business hours (Mon-Fri, 8:00 am to 5:00 pm, Arizona time):

- Visit or call any of the [four campus locations](#)

Outside of business hours:

- Call EMPACT's 24-hour ASU-dedicated crisis hotline at (480) 921-1006

For life-threatening emergencies:

- Dial 9-1-1

To search for community mental health providers:

- Use the [ASU Community Link](#)

Veterans Services

The ASU [Pat Tillman Veterans Center](#) provides services specifically for all students who are current or former U.S. military.

International Student and Scholars Center

[The International Student and Scholars Center](#) (ISSC) provides a variety of services for ASU's international population of students, scholars and faculty.

Registrar's Office

The [Registrar's Office](#) provides a variety of services, such as enrollment or degree verification letters. Most notably, students who want to be coded as an Arizona resident for tuition purposes must contact the Registrar's Office on the timeline and process for getting their tuition rate status changed.

Student Accounts (Billing)

Students can use the Finances tab in MyASU to access information about student accounts, including account charges, financial aid, and scholarships. For assistance, students are encouraged to contact [Student Business Services](#). They can answer questions about tuition and billing, student refunds (including financial aid disbursement), receipt and payment processing, support for past due accounts, third party sponsorship assistance, and Perkins Loan repayment. Students may also submit questions through the Service tab in MyASU, email sbs@asu.edu, or call 1-855-278-5080.

ASU Mobile App

The [ASU Mobile App](#) provides access to features such as MyASU, email, maps, and library resources. Students can also access maps and find out about campus events and athletics. Students can download the app from the Apple app store or from Google Play.

Technical Support

Students can use ASU's IT Knowledge Base and find answers to frequently asked questions through the Service tab on MyASU. Students also have access to 24/7 technical support via chat, and getprotected.asu.edu provides information to reduce online vulnerability to viruses, malware, and phishing attacks.

Department IT Support

Students who need to request help from the department IT team must submit a ticket (request) online. First, go to [Service Now](#). Next, click on the "Get Help (contact support)" icon in the middle of the page. Finally, complete and submit the web form with details about the issue and contact information. An IT staff member should follow-up within a day or two.

Software

ASU students can access and use powerful software applications for free through [MyApps](#), which can be accessed online or through MyASU. All students may get a free license to Microsoft Office for use on a personal computer. Students also have access to [Cloud Storage](#) on Google Drive, Dropbox for Education and OneDrive for Business through their ASU account. Software and technical requirements may vary for individual courses.

Contact Information for Various University Offices

Students may sometimes need to contact other offices on campus for assistance. This is a partial list of offices that provide useful resources for students.

[Emergency Services](#)

To report an emergency, dial 911
To reach ASU Police, dial 480-965-3456; press 1 for dispatch
ASU Emergency Information line 1-844-864-8327

[Graduate College](#)

Interdisciplinary B, Suite 285
Phone: 480-965-3521; Email: Grad-gps@asu.edu

[Graduate and Professional Student Association](#) (GPSA)

Center for Family Studies (CFS) Building
Phone: 480-727-9870; Email: gpsa@asu.edu

[Office of the University Provost](#)

Fulton Center, Suite 420
[Contact Form](#)

[Psychology Specialist, ASU Librarians](#)

Deborah Abston
Phone: 602-496-0307;
Email: Deborah.Abston@asu.edu

[University Technology Office](#)

480-965-6500 or 1-855-278-5080
[Contact form](#)

Appendices

Click on the Appendix in the table below to jump to a specific training area's policies and procedures for courses and satisfactory academic progress.

Training Area	Location of Time Expectations for Milestones
Behavioral Neuroscience	Appendix 1
Clinical Psychology	Appendix 2
Cognitive Science	Appendix 3
Developmental Psychology	Appendix 4
Quantitative Research Methods	Appendix 5
Social Psychology	Appendix 6

Appendix 1: Behavioral Neuroscience

Suggested Fall Schedule for First Year Students

Course	Title	Credits	Notes
PSY 502	Professional Issues in Psychology	3	Recommended, See note #1
PSY 591	Behavioral Neuroscience Seminar	1	Required
PSY 530	Intermediate Statistics	3	Required
PSY 591 OR PSY 512	Behavioral Neuroendocrinology OR Advanced Learning	3	
PSY 592	Research	1-3	See note #2

Notes:

1. PSY 502 or PSY 531 will fulfill the core requirement. If using PSY 502 for core, then PSY 531 will be used for the BN statistics requirement. If using PSY 531 for the core requirement, then the student will not have to take PSY 502 but will have to determine (with their mentor or area head) another class to fulfill either the statistics 2-course requirement or an additional elective to have 84 credits for the PhD.
2. PSY 592 Research should be taken while pursuing the Masters in Passing. Once completed with the master's thesis defense, students should start taking PSY 792 Research instead of PSY 592.

For the rare occurrence where a student enters with a master's degree that is accepted by the area as counting toward the doctoral degree requirements, the student will not do a Masters in Passing. Therefore, this student will start taking PSY 792 in the first semester and will never enroll in PSY 592.

Students must submit a [course override request form](#) to be able to register for research credits. The student will list their faculty mentor as the instructor on the request form. The faculty mentor will be responsible for entering the grade at the end of the semester. The override request form is required every semester for a variety of classes, such as Research, Thesis, Dissertation, etc.

Sample Schedule/ Curriculum

The graduate curriculum of the Behavioral Neuroscience training area is designed to educate students in both the basic and comparative study of behavior and in behavioral neuroscience, as well as in quantitative methods utilized in behavioral neuroscience. Training in our area is personalized for each student, and thus the determination of which classes are considered core for individual students may vary based on discussions between the student, mentor and the Behavioral Neuroscience faculty.

1. **Core Courses:** Students must complete at least five, 3-credit courses taught by the BN core faculty during their first six semesters. These core courses include PSY 526 (Neuroanatomy), PSY 591 (Neurobiology of Learning and Memory), PSY 570 (Psychopharmacology), PSY 512 (Advanced Learning), PSY 524 (Physiological Psychology), as well as various topical (PSY 591) seminars (excluding History of Psychology), such as Neuropsychopharmacology, Behavioral Neuroendocrinology, Stress and the Brain or other classes which may from time to time be offered by BN faculty.

2. **First-year Statistics Sequence:** Two courses are required of all first-year students: PSY 530 Multivariate Statistics (ANOVA) and PSY 531 Regression Analysis.
3. **Breadth Courses:** Students should consult with their advisor to choose one additional courses relevant to their research program.
4. **Research Seminar:** Active participation in the Behavioral Neuroscience seminar (PSY 591) is required during all semesters in which the student is enrolled in graduate school.
5. **Research Hours:** The student must take the required number of credit hours in the following activities as specified by the Psychology Department and Graduate College.
 - PSY 590 Reading and Conference (Master's Level)
 - PSY 592 Research (Master's Level)
 - PSY 599 Master's thesis

 - PSY 790 Reading and Conference (Ph.D. level)
 - PSY 792 Research (Ph.D. level)
 - PSY 799 Dissertation

Unlike course credits, these research credits may also be taken during the summer.

Training in Behavioral Neuroscience extends beyond just taking classes and research credits. Therefore, each student is expected to engage in professional research activities such as conference presentations, publishing papers, contributing to grant preparation, in addition to completing program milestones in a timely fashion.

Year 1	
<u>FALL SEMESTER</u>	<u>SPRING SEMESTER</u>
Statistics (PSY 530 ANOVA)	Statistics (PSY 531 Regression)
Required (PSY 591 BN Seminar)	Required (PSY 591 BN Seminar)
1 of 3 Core: (PSY 526 Neuroanatomy)	2 of 3 Core: (PSY 570 Psychopharmacology)
Reading and Conference (PSY 590)	Reading and Conference (PSY 590)
Year 2	
Required (PSY 591 BN Seminar)	Required (PSY 591 Behav. Neurosci. Seminar)
3 of 3 Core: (PSY 591 Neurobio. Learn. Mem.)	1 of 1 Breadth: (PSY 528 Sensation & Perception)
(PSY 592 Research)	Research and Thesis for MiP (PSY 599 Thesis)
Year 3	
Required (PSY 591 BN Seminar)	Required (PSY 591 BN Seminar)
1 of 2 Top. Seminar: (PSY 591 Neuropsychopharm.)	2 of 2 Top. Seminar: (PSY 591 Stress & the Brain)
Dissertation Prospectus (PSY 790)	Dissertation (PSY 792 Research)
Year 4	
Required (PSY 591 BN Seminar)	Required (PSY 591 BN Seminar)
Dissertation (PSY 792, Research)	Dissertation (PSY 799)

PSY 592, 599, 792, and 799 course credits may be taken in the summer.

Requirements:

- Behavioral Neuroscience Seminar Every Semester
- Statistics in the first year for ANOVA (Fall) and Regression (Spring)
- Three (3) CORE COURSES from 500-level: Advanced Learning, Psychopharmacology, Neuroanatomy, Neuropsychopharmacology, Behavioral Neuroendocrinology, Cognitive Psychology, Neurobiology of Learning and Memory, Stress and the Brain (or course agreed upon by mentor).
- One (1) Breadth Course to extend background and include, but not limited to: PSY 550, CHM 461, PSY 624, PSY 573, PSY 591 (Mathematical Psychology, History and Systems) PSY 591 (Cellular and Molecular Basis of Behavior)
- Two (2) courses are required from selected PSY 591 seminars (beyond the required BN seminar). These are referred to as, “Topical Seminar Courses,” and are focused on a particular topic related to behavioral neuroscience, e.g. Neurobiology of Drug Addiction, Neuropsychopharmacology, Stress and the Brain (PSY 568), Grant Writing, Behavioral Neuroendocrinology, Neurobiology of Learning and Memory etc.

Note: which courses are considered core or breadth is decided upon via iterative discussions between the committee, primary mentor, and student. We believe the optimal mentoring and training for a successful doctoral path is via a personalized approach; thus, while the milestone requirements are not flexible, there is plasticity in the class requirements to allow tailoring to individual needs and optimizing skill sets and knowledge base.

Time Expectations for Milestones

This section relates to the [Satisfactory Academic Progress Policy](#) section of this handbook.

Time frame for Doctoral Students to Maintain Satisfactory Progress in the Behavioral Neuroscience Program:

Milestone	Deadline
First Year Project	By the end of the Spring semester, first year
Master's Thesis Defense and Comprehensive Exams (in this order)	By the end of the fourth year
Dissertation Prospectus and Dissertation Defense	By the end of the fifth or sixth year

First Year Project

Students must complete a first year research project by the end of the spring semester of their first year. This project is meant to introduce the student to the data dissemination process and need not reflect a complete publishable experiment. The student is expected to submit a manuscript in APA style at least a week in advance of a formal oral presentation in the area seminar.

Master's Thesis Defense and Comprehensive Exams

Students must successfully complete their Master's thesis and pass their Comprehensive Exams by the end of their fourth year in order to be considered as making satisfactory progress. The Master's thesis must be completed before continuing with the Comprehensive Exams. A Master's thesis is a mentor-driven document, in which the thesis advisor works closely with the student from start to end. While the Master's thesis is often based upon the first year project, there are cases in which the two differ.

Dissertation Prospectus and Dissertation

To be considered as making satisfactory progress students must complete their Dissertation Prospectus and Dissertation within four years of the Comprehensive Examinations. A major difference between a Master's thesis and a PhD dissertation is that the Master's thesis is mentor-driven and based upon a single, publishable study. In contrast, a PhD dissertation demonstrates more independence and understanding of the current literature by the student proposing hypotheses that can be tested in several experiments.

To maintain satisfactory standing, a student would have to meet the Graduate College's standard for course grades and complete milestones in a timely fashion.

In general, students in the Behavioral Neuroscience program progress through the milestones within 5-6 years (i.e., 3 years to complete the master's degree and Comprehensive Exams and 2-3 years to complete dissertation). The above timeline specifies the upper limit of progress considered to be satisfactory, which supersedes the department's and Graduate College's limits.

Comprehensive Exams Policies for the Behavioral Neuroscience Area

This area relates to the [Doctoral Comprehensive Exams](#) section of this handbook.

The comprehensive exam is designed to ensure the student's master of their field, including its broader issues, theories, and key findings. The exam consists of two phases: A written exam and an oral exam, which follows a week later.

Completion of the comprehensive exam requires several steps:

1. **Formal selection of a committee** consisting of four tenured or tenure-track faculty, at least three of whom must be members of the Psychology Department or listed as [approved faculty](#) for Psychology by the Graduate College/Office.
2. **Preparation of a reading list** covering four key sub-areas of the field and including major works defining those areas (the sub-areas must be approved by the student's primary mentor). There are typically a total of about 25 articles or book chapters on the reading list from each committee member, with the goal to enhance both breadth and depth of knowledge. The final list approximated 100 readings, but the final number depends upon the committee members' and chair's final approval.
3. **Approval of the reading list by the faculty committee.** The student should provide the list to all members and modify the reading list as suggested; no formal meeting is required. Students are expected to study from the readings on their list, while continuing to enrich their skill sets, collect data, write manuscripts/proposals, and/or be a teaching assistant. Balancing these many activities is expected to prepare the student for the multi-tasking expectations that would occur later when one is an independent and productive scholar.
4. **The written examination** is composed of one question set from each of the four committee members. While a committee member may be selected for his/her area of expertise, the graduate students should be aware that committee members are welcome to pose questions from any part of the reading list. These four question sets may be answered all in one day or answered across two consecutive days, with two questions answered on Day 1 and two questions answered on Day 2. Whether examined over one or two days, the written examination should total eight hours. Questions may be answered via computer and/or hand written diagrams. The types of questions and whether it is open or closed book is up to each committee member; students could get a mixture of each format. At the end of each exam session, the student should print out or email their answers to the primary mentor, who will then distribute them to all

committee members. In the next several days, the students should meet with each committee member to obtain feedback on written performance, in order to help prepare for the oral examination.

5. **The oral examination** will occur one week after the written exams took place. For the oral exam, the student should be prepared to defend their written answers, and to answer other questions posed by the Committee. A “pass” requires that three of the four committee members vote “satisfactory” or “pass” on each of the written and oral components.

To maintain satisfactory performance, students must successfully complete their Master’s thesis and successfully pass the Comprehensive Exam by the end of the fourth year. The Master’s thesis must be completed before continuing with the Comprehensive Exam.

A student who fails the comprehensive exam must follow instructions listed in the [Re-Taking the Comprehensive Examinations](#) section of this handbook. If the student fails the comprehensive exam again, then he or she will be dismissed from the program.

For a more in-depth description of the comprehensive paper, obtain the Behavioral Neuroscience Program Description Sheet from the area head.

Appendix 2: Clinical Psychology

Suggested Fall Schedule for First Year Students

Course	Title	Credits	Notes
PSY 502	Professional Issues in Psychology	3	Recommended
PSY 530	Intermed Statistics	3	Required
PSY 573	Psychopathology	3	
PSY 574 Or PSY 578	Psychotherapy Or Developmental Psychopathology	3	See note #1
PSY 592	Research	1-3	See note #2

Notes:

- PSY 573 Psychotherapy is offered in alternating years. In years when PSY 573 is offered, we advise first year students with strong child clinical interests to take PSY 578 Developmental Psychopathology rather than PSY 573. All other students should take PSY 573 and not PSY 578.

In years in which PSY 573 is not offered, students without strong interests in child clinical may either take PSY 578 or take a course that fulfills one of the breadth requirements.

- PSY 592 Research should be taken while pursuing the Masters in Passing. Once completed with the master's thesis defense, students should start taking PSY 792 Research instead of PSY 592.

For the rare occurrence where a student enters with a master's degree that is accepted by the area as counting toward the doctoral degree requirements, the student will not do a Masters in Passing. Therefore, this student will start taking PSY 792 in the first semester and will never enroll in PSY 592.

Students must submit a [course override request form](#) to be able to register for research credits. The student will list their faculty mentor as the instructor on the request form. The faculty mentor will be responsible for entering the grade at the end of the semester. The override request form is required every semester for a variety of classes, such as Research, Thesis, Dissertation, etc.

Sample Schedule/ Curriculum

Clinical Adult

Listed below is a sample schedule, which shows a typical sequence of required and elective courses for students in the clinical program Non-child emphasis). Note that, although we outline a five year sequence in which the degree can be completed, most students finish the degree in six year including internship.

YEAR ONE

Fall (12 credits)

- +Analysis of Variance
- +Psychotherapy (if offered)
- +Elective (History and Systems, if Psychotherapy not offered)
- +Psychopathology
- +Research credits

Spring (12 credits)

- +Multiple Regression in Psychological
- +Interviewing & Ethics
- +Research Methods
- +Elective or research credits

YEAR TWO

Fall (12 credits)
+MA Thesis (3)
+Clinical Practicum I
+Elective (Biological Bases of Behavior)
+Psychotherapy (if not offered in year 1)

+Elective (Affective Bases of Behavior)

Spring (12 credits)
+MA Thesis (3)
+Clinical Practicum II
+Assessment ATM
+Elective (History & Systems if
Psychotherapy
taken in year 1).

YEAR THREE

Fall (12 credits)
+Elective (Cognitive Bases of Behavior)
+Elective (Social Bases of Behavior)
+Ph.D. Dissertation (3)
+Research (3)
(1/4 time placement)

Spring (12 credits)
+Elective (Human Development)
+Ph.D. Dissertation (3)
+ATM
+Research (3)
(1/4 time placement)

YEAR FOUR

Fall (12 credits)
+Elective
+Elective
+Ph.D. Dissertation (3)
+Research (3)
(1/4 time placement)

Spring (11 credits)
+Elective
+Elective
+Ph.D. Dissertation (3)
+Research (3)
(1/4 time placement)

YEAR FIVE

Fall (1 credit)
+Internship or GRD 595 (1)

Spring (1 credit)
+Internship or GRD 595 (1)

PSY 592, 599, 792 and 799 course credits may be taken in the summer.

Clinical Child Emphasis

Listed below is a sample schedule, which shows a typical sequence of required and elective courses for students who chose a child clinical emphasis. Note that, although we outline a five year sequence in which the degree can be completed, most students finish the degree in six years including internship.

YEAR ONE

Fall (12 credits)
+Analysis of Variance
+Developmental Psychopathology
+Psychopathology
+Research credits

Spring (12 credits)
+Multiple Regression in Psych/Resch
+Interviewing & Ethics
+Research Methods
+Elective (Biological Bases of Behavior)

YEAR TWO

Fall (12 credits)
+MA Thesis (3)
+Clinical Practicum I
+Elective (Affective Bases of Behavior)
+Psychotherapy with Children & Families

Spring (12 credits)
+MA Thesis (3)
+Clinical Practicum II
+Assessment ATM
+Elective (History & Systems)

YEAR THREE

Fall (12 credits)
+Elective (Cognitive Bases of Behavior)
+Elective (Social Bases of Behavior)
+Ph.D. Dissertation (3)
+Research (3)
(1/4 time placement)

Spring (12 credits)
+Elective (Human Development)
+Ph.D. Dissertation (3)
+Research (3)
+ATM
(1/4 time placement)

YEAR FOUR

Fall (12 credits)
+Elective
+Elective
+Ph.D. Dissertation (3)
+Research (3)
(1/4 time placement)

Spring (12 credits)
+Elective
+Elective
+Ph.D. Dissertation (3)
+ Research (3)
(1/4 time placement)

YEAR FIVE/SIX

Fall (1 credit)
+Internship (1)

Spring (1 credit)
+Internship (1)

PSY 592,599,792 and 799 course credits may be taken in the summer.

Time Expectations for Milestones

This section relates to the [Satisfactory Academic Progress Policy](#) section of this handbook.

To maintain satisfactory standing, students should maintain a B average in courses, complete milestones in a timely fashion, and show good progress in the development of professional competencies.

Satisfactory progress in clinical training is evaluated in all practicum courses, clinical placements and internships. Work as a teaching assistant or research assistant is evaluated annually by supervisors. Students' annual reviews by the clinical faculty coincide with the timeline shown above. Coursework, research and professional training (clinical work and teaching) are evaluated during annual reviews. Students receive letters from the Director of Clinical Training that describe the results of annual evaluations.

Students Who Enter without a Master's Degree

The timeline for students entering without a master's degree or significant prior graduate work:

Milestone	Deadline
Master's Thesis Prospectus	Fall semester, second year
Master's Thesis Data Meeting	Spring semester, second year
Master's Thesis Defense	Fall semester, third year
Comprehensive Exams Submission	First day of classes, Fall semester, fourth year
Dissertation Prospectus	October 1 st , fifth year
Internship Readiness	October, fifth year
Internship	Summer or fall of the sixth year (depends on internship end date)

Students Who Enter with a Master's Degree

Students who are admitted with a master's degree or significant prior graduate work should see the full description of comprehensive examination policies (see the next section).

Comprehensive Exams Policies for the Clinical Area

This area relates to the [Doctoral Comprehensive Exams](#) section of this handbook.

The student is required to submit a paper for consideration by his/her supervisory committee. This paper is to represent the student's independent contribution to understanding of current research and theoretical issues in the field. The paper is expected to be at a level of scholarship approaching the level of a paper which is publishable, or of successful grant proposal. Two basic formats are acceptable: literature reviews and grant proposals.

The paper should address issues in one of the following areas of research and theory: Assessment, Treatment, or Psychopathology. It is important to note that these three topic areas are meant to be broadly defined to include community as well as traditional clinical psychology topics. For example, assessment might entail the study of community environments, treatment reviews may focus on a type of prevention program and psychopathology papers may focus on studies of a form of competency.

To qualify for the comprehensive examination, students must complete a master's thesis, maintain a minimum of a B average in all required course-work, and have overall satisfactory ratings in their clinical/professional activities.

For students who are admitted without a master's degree, comprehensive examination papers are submitted on the first day of the Fall semester of the fourth year at the latest. In the rare event that an examination is not submitted on the due date, it will receive a failing grade. The Graduate College allows students to re-take comprehensive examinations once, but no earlier than three months after the first examination. Students who fail to meet the fall deadline will submit their examinations on the first day of classes in the spring semester of the fourth year.

For more specific information, see the Clinical Psychology Program Handbook located on the [Clinical Psychology graduate program](#) webpage.

Students, who are admitted with a master's degree, will submit comprehensive exams on the first day of fall semester of their third year in residence at the latest. Students who are admitted with the equivalent of at least one-years' worth of prior graduate work will submit comprehensive examinations on the first day of fall semester of their third year in residence.

Appendix 3: Cognitive Science

Suggested Fall Schedule for First Year Students

Course	Title	Credits	Notes
PSY 598	Cognitive Science Seminar	3	Required
PSY 530	Intermediate Statistics	3	Required
PSY 502	Professional Issues in Psychology	3	Recommended, See note #1
PSY 592	Research	3	See note #2

Notes:

1. PSY 502 or PSY 531 will fulfill the core requirement. If using PSY 502 for core, then PSY 531 will be used for the CS statistics requirement. If using PSY 531 for the core requirement, then the student will not have to take PSY 502 but will have to determine (with their mentor or area head) another class to fulfill either the statistics 2-course requirement or an additional elective to have 84 credits for the PhD.
2. PSY 592 Research should be taken while pursuing the Masters in Passing. Once completed with the master's thesis defense, students should start taking PSY 792 Research instead of PSY 592.

For the rare occurrence where a student enters with a master's degree that is accepted by the area as counting toward the doctoral degree requirements, the student will not do a Masters in Passing. Therefore, this student will start taking PSY 792 in the first semester and will never enroll in PSY 592.

Students must submit a [course override request form](#) to be able to register for research credits. The student will list their faculty mentor as the instructor on the request form. The faculty mentor will be responsible for entering the grade at the end of the semester. The override request form is required every semester for a variety of classes, such as Research, Thesis, Dissertation, etc.

Sample Schedule/ Curriculum

The Cognitive Science curriculum is designed to educate students in the integration of the fundamental psychological processes of cognition, action, and perception, as well as quantitative methods in cognitive science.

1. **Required Courses:** Students must complete at least six, 3-credit courses taught by at least five CS core faculty.
2. **First-year Statistics Sequence:** Two courses are required of all first-year students. PSY 530 Multivariate Statistics (ANOVA) and PSY 531 Regression Analysis
3. **Breadth Courses:** Students consult with their advisor to choose two additional courses taught by Cognitive Science core faculty or courses in other areas that are relevant to their research program.
4. **Research Seminar:** Active participation in the Cognitive seminar (PSY 598) is required during all semesters in which the student is enrolled in graduate school.

5. Research Hours: The student must take the required number of credit hours in the following activities as specified by the Psychology Department and The Graduate College.

- PSY 590 Reading and Conference (Master's Level)
- PSY 592 Research (Master's Level)
- PSY 599 Thesis

- PSY 790 Reading and Conference (Ph.D. level)
- PSY 792 Research (Ph.D. level)
- PSY 799 Dissertation

Building a research program is an essential part of training in Cognitive Science. Therefore, the student is expected to engage in professional research activities (e.g., conference presentations; published manuscripts; grant work) in addition to completing program milestones in a timely fashion.

Time Expectations for Milestones

This section relates to the [Satisfactory Academic Progress Policy](#) section of this handbook.

To maintain satisfactory standing and continue in the Cognitive Science training area, students must complete milestones in a timely fashion and show good progress in the development of a research program. Throughout the program, students must have a primary advisor to supervise their research.

Students Who Enter without a Master's Degree

The timeline for students entering without a master's degree is as follows:

First Year Project

The first year project involves designing, conducting, and reporting research under the direct supervision of the student's mentor.

By the end of the student's first semester, two additional faculty members, called "readers," are selected to assist in the development of the project. The student must meet with the readers (either separately or as a committee) at least once. Also by the end of the first semester, the student will give a presentation of the plans for the first year project to the area faculty and graduate students.

No later than two weeks before the end of the second semester, the student provides a written draft describing the project to all Cognitive Science (CS) faculty. The readers provide feedback to the student. The student gives an oral presentation to the CS faculty and graduate students by the end of the student's second semester.

Master's Thesis

The student's committee is formed and the prospectus is completed during the second year. The student must defend the thesis by the end of the year.

Comprehensive exams

The student must complete both comprehensive exams (written and oral) by the end of the fourth year.

Dissertation

The student must complete and defend the dissertation by the end of the fifth year.

Courses

Students must also complete the following types of courses, which are generally completed during the first two to three years:

- At least two graduate-level statistics courses,
- At least six, 3-credit courses taught by at least five CS core faculty members, and
- Two additional courses.

Students Who Enter with a Master's Degree

Students entering with a master's degree should consult with the area head within the first month of graduate school to outline deadlines that are commensurate with that student's prior graduate work.

Throughout their graduate career, students are expected to build curriculum vitae that reflect their developing program of research, including research activities (e.g., conference presentations, published manuscripts, grants) that go beyond the three projects outlined above.

Annual evaluations will be conducted to provide students with feedback regarding their progress and to identify any students who are making unsatisfactory progress. In all but the most serious circumstances, students who are not making sufficient progress will be granted a probationary period before dismissal is considered.

All other details for satisfactory progress are general to all psychology graduate students and are provided in other sections of the Graduate Student handbook.

Comprehensive Exams Policies for the Cognitive Science Area

This area relates to the [Doctoral Comprehensive Exams](#) section of this handbook.

The comprehensive examination is designed to ensure the student's progress toward becoming a member of the scholarly community who can engage in discussion, debate, teaching, and original thinking. In passing the comprehensive exams, the student should demonstrate competence in multiple areas of cognitive science, including facts and findings at the level of both data and interpretation and an ability to synthesize old and new research.

To qualify for the examination, students must complete a Master's thesis and be in good standing with the Cognitive Science training area. The program is multidisciplinary; thus, we accept non-training faculty on the four-person committee, but a majority of the committee must belong to the training area. The exam consists of two phases: a written exam and, one week later, the oral exam. There are two formats for the written exam. The student is expected to consult with the primary advisor in selecting one of the two options.

Option 1

Together with the committee, the student creates a reading list upon which questions are based. The student is required to complete three out of four questions using no external materials (i.e., closed book and notes) during each of two 4-hour sessions: both the morning and afternoon of a single day or two consecutive days.

Option 2

Together with the committee, the student creates a reading list upon which questions are more loosely based. The exam is "open book"; thus, the student is expected to use more materials so as to reflect a mature understanding of the field of cognition, action, and perception.

The student is required to complete three out of four questions during each of two consecutive weeks and submit a typed reference list of each question ANSWERED. Students should be prepared to describe the design of new research when answering all questions, and it is typical for students to be asked to write a short grant proposal, describing new research, for at least one question.

The comprehensive examination may be re-taken once, per procedures outlined in the [Re-Taking the Comprehensive Examinations](#) section of this handbook. Failure of the comprehensive examination is an indication that the student is not making sufficient progress to continue with the dissertation and will result in dismissal from the program.

All other details regarding comprehensive examinations are general to all psychology graduate students and are provided in other sections of the Graduate Student handbook.

Appendix 4: Developmental Psychology

Curriculum

Graduate students in the Developmental Psychology program receive coursework training in the following areas. The total number of hours required by the Graduate College for the PhD is 84 credits. Other courses offered by developmental faculty, affiliated faculty, visiting professors, or offered in other departments may be substituted by approval of the developmental faculty.

Developmental Theory Courses

Students are required to take at least one course:

- CDE 531: Theoretical Issues in Child Development
- PSY 591: Advanced Developmental Psychology
- PSY 591: Lifespan Developmental
- PSY 591: Theories of Development

Developmental Methods Courses

Students are required to take at least one course:

- PSY 600: Developmental Research Methods
- CDE 533: Research Issues in Child Development
- PSY 555: Experimental and Quasi-Experimental Designs
- PSY 600: Research Methods
- PSY 536: Methods in Prevention Research
- PSY 591: Methods in Developmental Psychobiology

Quantitative Courses

Students are required to take at least four courses:

- PSY 530: Analysis of Variance
- PSY 531: Multiple Regression Analysis
- PSY 532: Analysis of Multivariate Data
- PSY 533: Structural Equation Modeling
- PSY 591: Multilevel Modeling
- PSY 591: Longitudinal Data Analyses
- PSY 591: Statistical Mediation Analyses
- PSY 591: Missing Data Analyses
- PSY 591: Multivariate Analysis of Variance
- PSY 539/540: Meta-Analysis
- PSY 591: Advanced Regression and Graphics
- PSY 591: Item Response Theory
- PSY 537: Longitudinal Growth Modeling
- PSY 538: Advanced Structural Equation Modeling

Plus others that may be offered outside the Department of Psychology, such as longitudinal modeling, categorical data analysis, qualitative data analysis, time series analysis, subject to approval by the developmental faculty.

Depth Courses: Topical Courses of a Developmental Nature

Students are required to take at least four courses (with at least two from developmental faculty):

- PSY 542: Social Development
- PSY 591: Social-Cognitive Development – Theory of Mind
- PSY 591: Language Development
- PSY 591: Research in Cognitive Development
- PSY 591: Adolescence and Emerging Adulthood
- PSY 591: Emotional Development
- PSY 591: Moral Development
- PSY 591: Home Impact on Child Development
- PSY 591: Childcare, Early Education, and Child Development
- PSY 591/CDE 612: Children's Peer Relationships
- PSY 591: Successful Aging
- PSY 591: Resilience Processes and Development
- PSY 591: Methods in Developmental Psychobiology
- PSY 591: Developmental Behavior Genetics
- PSY 591: Parent-Child Relationships
- PSY 591: Romantic Relationships
- PSY 578: Developmental Psychopathology
- CDE 534: Risk and Resilience
- CDE 610: Gender and Development
- CDE 634: Prevention and Child Development

Plus others that may be offered outside the Department of Psychology, such as speech and language development, subject to approval by the developmental faculty.

Breadth Courses: Psychological Foundations

Students are required to take at least two courses from other areas within the department that will provide the student with a broader perspective including the social, cognitive, and/or biological bases of human behavior. These courses are taught by Psychology Department faculty (courses from other departments or schools are subject to approval from the developmental faculty).

Professional Development

Students are required to take at least 6 credits:

- PSY 591: Teaching of Psychology
- PSY 501: Supervised Teaching
- PSY 591: Professional Writing & Reviewing
- PSY 591: Grant Writing/Professional Development
- PSY 680: Topics in Professional Development (1-3 credit option)

Research: Reading & Conference, Master's Thesis and Dissertation

Students are required to take 42 research credits and this requirement could be satisfied with some combination of masters, dissertation, RA, and supervised research via the courses listed below (when those 42 credits are completed, there are no more research requirements).

- PSY 592: Research or PSY 590 Reading and Conference (at least 9 credits)
- PSY 599: Master's Thesis (at least 6 credits)
- PSY 792: Post-Master's Research or PSY 790 Reading and Conference (at least 15 credits)
- PSY 799: Dissertation Research (at least 12 credits)

For transfer students

With the approval of the degree program and The Graduate College, students may include a maximum of 12 graduate-level credit hours from a combination of [Pre-Admission and Transfer Credits](#), per university policy. The PhD program can also accept an admitted student's Master's degree and this would count as a blanket 30 credits towards the 84 required for the program.

Sample Program for Developmental

YEAR 1	
FALL	SPRING
Parent-Child Relationships	Cognitive Development
Social Development	Multiple Regression Analysis
Intermediate Statistics	Research Methods
Professional Dev	Research Credits (PSY 592)
Research Credits (PSY 592)	

YEAR 2	
FALL	SPRING
Romantic Relationships	Developmental Behavior Genetics
Multilevel Modeling	Structural Equation Modeling
Theories of Development	Grant Writing/Professional Development
Research Credits (592)	Thesis (PSY 599)

YEAR 3	
FALL	SPRING
Successful Aging	Teaching of Psychology
Resilience Processes in Development	Longitudinal Growth Modeling
Breadth Course	Methods in Developmental Psychobiology
Thesis (PSY 599)	Post Masters Research (792)

YEARS 4 and 5	
FALL	SPRING
Statistical Mediation Analysis	Breadth Course
Dissertation (PSY 799)	Dissertation (PSY 799)

Reminder:

PSY 592 – Supervised Research or PSY 590 Reading and Conference (at least 9 credits)

PSY 599 – Master's Thesis (at least 6 credits)

PSY 792 – Post-Master’s Research or PSY 790 Reading and Conference (at least 15 credits)
PSY 799 – Dissertation Research (at least 12 credits)

Students must submit a [course override request form](#) to be able to register for research credits. The student will list their faculty mentor as the instructor on the request form. The faculty mentor will be responsible for entering the grade at the end of the semester. The override request form is required every semester for a variety of classes, such as Research, Thesis, Dissertation, etc.

Time Expectations for Milestones

This section relates to the [Satisfactory Academic Progress Policy](#) section of this handbook.

1. In most cases, the Developmental Program faculty expects that students will complete their master’s degrees by the end of their second year, or soon thereafter.
2. If the master’s is not defended by the end of the student’s 3rd year, the student would not receive Developmental Program summer money beginning that summer.
3. If the master’s is defended by the end of the student’s 4th year Developmental program summer money would be reinstated beginning that summer.
4. Students have one year after defense of the master’s to pass their comprehensives (options include a grant proposal or a critical literature review). If the student does not pass the comprehensives within that time, he or she is given a maximum of a one-year extension. Failure to pass the comprehensives a second time results in dismissal from the program.
5. In unusual circumstances, the student (with his/ her advisor’s approval) may petition the developmental psychology faculty for release from these scheduling requirements and propose an alternate schedule, to be voted on by the program faculty.
6. Please note: in accordance with Psychology Department policy, all students in their 6th year and thereafter will be given lower priority for departmental TA-ships during the academic year. The student (with his/ her advisor’s approval) may petition the developmental psychology faculty for a time extension to complete the program beyond the 5th year. Such time extension petition needs to include a milestone time line for degree completion.

Comprehensive Exams Policies for the Developmental Area

This area relates to the [Doctoral Comprehensive Exams](#) section of this handbook.

The comprehensive requires the student to demonstrate a thorough understanding of research and theoretical issues in developmental psychology through written work and in an oral defense with members of the student’s supervisory committee. Comprehensives are taken after a student has completed his/her Master’s thesis and before submission of the dissertation prospectus.

To fulfill the comprehensive examination requirement, eligible students will elect to write either a grant application or a critical review paper. Papers and grant proposals can address any topic related to developmental psychology. As a general guide, comprehensive examination projects can be concerned with any topic that would be suitable for a dissertation in our program.

Option 1: Grant proposals

These should conform to one of the existing formats that are used to fund dissertation research in psychology (e.g., National Research Service Award). If yours deviates from this format please consult the faculty about its appropriateness (Brief fellowship applications that focus on the credentials of the applicant and the mentoring environment are not appropriate for comps). If you are unsure whether or not your format

would be appropriate, please check with your program's chair. Grant proposals should include all required components except for letters of recommendation and actual IRB approval (the human subjects section is required). Students whose grants draw from a faculty mentor's parent grant should not use "canned" sections from the parent grant. Students must write all sections. For grant applications (such as NRSA's) that are less than 10 single-spaced pages, a 10-15 page supplement (double-spaced, 11 pt. Arial font) is required. The supplement entails an expanded background and significance section that provides the context for the significance of the proposed research and its innovativeness. Students will submit the supplement with the grant application at the appropriate deadline.

Option 2: A Critical Review Paper

The student should identify a topic in the empirical literature that has not been the topic of a recent review. Papers should conform to APA style. The text of the student's paper should be 40-50 pages. The process of preparing a literature review exam entails:

Preparation and approval of a **reading list** for the written examination. The reading list is divided into **four sections**, each covering a **distinct sub-area** of the field. The four sub-area should cover a broad range within the student's field.

- Breadth might be incorporated in a number of ways, including questions that:
 - Span cognitive and social topics
 - Focus on broader developmental theories
 - Include historical perspective
 - Address methodological issues
 - Span a wide range of developmental periods or ages
- The student's advisor **must approve** the four sub-areas before the reading list is constructed. Typically, sub-areas will align with the interests of committee members, but this is not a necessary constraint.
- Once the four sub-areas are approved by the advisor, the student should consult each committee member for advice on the reading list. The committee members should help the student compile a reading list for each sub- area. The student should already be familiar with each area; the readings should both **reinforce** and **build upon** the student's knowledge. A typical reading list will include about **1 book** and about **10 articles** (a sort of "top ten" list) per sub-area.

Note: These numbers are only **guidelines**; the actual number of readings **must be negotiated** with the committee members. For example, the student may have their sub-area of primary interest represented more heavily in the reading list (but not at the expense of the other three sub-areas). Once **each committee member has approved** the reading list, the student is ready to study for the written examination.

Process

1. The faculty committee should consist of four members and all members should be tenure track or tenured faculty. At least three members must be in the Department of Psychology. Outside members need to be approved faculty for Psychology by The Graduate College. If outside members are requested, the committee composition needs to be reviewed by the graduate studies committee for approval. Students should consult their advisors.
2. Students are required to hold a comprehensive exam proposal meeting to get preliminary feedback from all members of their committee. This proposal meeting should happen within the first semester

after completing their defending their Masters thesis (e.g., if defended Masters thesis in Spring, this should be completed in the following Fall semester).

3. The process for comprehensive exams allows you to meet with your mentor (and with your committee members) on an unlimited basis. However, all feedback from those meetings needs to be documented and submitted on to the committee along with the comprehensive exams document(s). In addition, your primary advisor on the comprehensive exams committee can read your document one time but s/he cannot edit the document or provide you with tracked changes or tracked comments. No faculty member can edit the document or provide you with tracked changes or tracked comments. If your primary advisor on the comprehensive exams committee reads your document the one time that is permitted, s/he can provide you with verbal feedback; however, you need to document the feedback received. We encourage every student to seek as much feedback as possible and when necessary.
4. Oral examinations for the grant proposal option should be scheduled as soon as possible after the submission deadlines, but definitely before October 1 for fall submission and before March 1 for spring submissions. If at least three of the four-committee members determine that the written product and oral examination were satisfactory, the student will have passed the exam. Students should begin trying to schedule their orals as early as possible. If possible, students should hand in to the Graduate Coordinator, along with their comps paper, the names of the committee members and the date of the oral. If scheduling is still unknown at the time of the paper submission, please inform the Graduate Coordinator of the orals date as soon as possible. An oral can be conducted with only 3 committee members physically present, and the 4th member sending in questions. Orals should not require any more than 1 ½ hours.
5. If students do not pass, supervisory committees can allow them to apply for a second examination at the next available deadline. In rare circumstances, students may pass with minor revisions. These revisions must be submitted by November 1 for fall submissions and by April 1 for spring submission and will be evaluated by the committee chair.

Scheduling

There are two scheduling tracks for the comprehensive exam option. Students must complete each milestone before the end of the semester indicated below. So, for example, if a student defends their MA in the fall of one year (before the end of December), they must hold their proposal meeting for their comps before the end of May and the defense of their comps by the end of December. If a student defends their MA in spring (before the end of May), they need to hold their comps proposal before December of that same year and their comps defense by the end of May of the following spring.

	Fall	Spring
MA Defense	Dec	May
Proposal	May	Dec
Comps Defense	Dec	May

After the MA defense, students must schedule the exam for the next time period. If they miss that exam, they fail it, and then must schedule the make-up exam for the next time period. If they fail the second exam they are dismissed from the program.

Special Considerations: In unusual circumstances, the student (with his/her advisor's approval) may petition the developmental psychology faculty for release from these scheduling requirements and may suggest an alternative timetable.

Appendix 5: Quantitative Research Methods

Suggested Fall Schedule for First Year Students

Course	Title	Credits	Notes
PSY 502	Professional Issues in Psychology	3	Recommended, See note #1
PSY 530	Intermediate Statistics	3	Required
PSY 591	Quantitative Seminar	1	Required
PSY 592	Research	3	See note #2

Notes:

1. PSY 502 or PSY 531 will fulfill the core requirement. If using PSY 502 for core, then PSY 531 will be used for the QU methods requirement. If using PSY 531 for the core requirement, then the student will not have to take PSY 502 but will have to determine (with their mentor or area head) another class to fulfill either the methods requirement or an additional elective to have 84 credits for the PhD.
2. PSY 592 Research should be taken while pursuing the Masters in Passing. Once completed with the master's thesis defense, students should start taking PSY 792 Research instead of PSY 592.

For the rare occurrence where a student enters with a master's degree that is accepted by the area as counting toward the doctoral degree requirements, the student will not do a Masters in Passing. Therefore, this student will start taking PSY 792 in the first semester and will never enroll in PSY 592.

Students must submit a [course override request form](#) to be able to register for research credits. The student will list their faculty mentor as the instructor on the request form. The faculty mentor will be responsible for entering the grade at the end of the semester. The override request form is required every semester for a variety of classes, such as Research,

Time Expectations for Milestones

This section relates to the [Satisfactory Academic Progress Policy](#) section of this handbook.

The Quantitative Program specifies the following time frames as the outside limits for accomplishing program milestones in a timely fashion. We distinguish three progressions (each group has a distinct progression for satisfactory progress):

1. One for students who enter the program with a bachelor's degree;
2. One for students who enter the program with a non-quantitative master's degree, or
3. One for students who enter the program with a master's degree in a quantitative area.

Students Who Enter with a Bachelor's Degree

The timeline for students entering with a bachelor's degree is as follows:

- a. Students must have a successful Master's oral defense after three years in order to be considered as making satisfactory progress.
- b. Following completion of the Master's oral defense, students must complete and defend the comprehensive examination within two years to be considered as making satisfactory progress.

- c. Following completion of the comprehensive examination, students must complete and defend the dissertation within two years to be considered as making satisfactory progress.

Students Who Enter with a Non-Quantitative Master's Degree

These students are required to complete a first year quantitative research project before they can proceed to the comprehensive examination. The purpose of the first year quantitative project is to provide the student with experience in carrying out quantitative research before the student enters into the comprehensive examination preparation. The first year project is under the direction of a quantitative faculty mentor. The student will prepare a document based on the research project which will be reviewed by the mentor and a second quantitative faculty member. The student will defend the first year research project to the mentor and the additional reader.

- a. Students must complete the first year quantitative project within two years to be considered as making satisfactory progress.
- b. Following completion of the first year project, students must complete and defend the comprehensive examination within two years to be considered as making satisfactory progress.
- c. Following completion of the comprehensive examination, students must complete and defend the dissertation within two years to be considered satisfactory progress.

Students Who Enter with a Master's Degree in a Quantitative Area

The quantitative faculty will review the master's degree credentials of the student to decide whether the student's master's degree is deemed to be sufficiently quantitative to as to be accepted as such by the quantitative program. This review includes a reading of the master's thesis by quantitative faculty and a decision to accept, or not accept the thesis as satisfying a quantitative master's thesis. The student will be informed of the decision before the student must make a decision as to whether to join the ASU quantitative psychology concentration.

- a. The first year quantitative research project is waived for students with a quantitative master's degree accepted by the quantitative faculty.
- b. Students must complete and defend the comprehensive examination within three years to be considered as making satisfactory progress.
- c. Following completion of the comprehensive examination, students must complete and defend the dissertation within two years to be considered as making satisfactory progress.

Comprehensive Exams Policies for the Social Area

This area relates to the [Doctoral Comprehensive Exams](#) section of this handbook.

Comprehensive Paper and Examination

Near the end of the completion of coursework, students concentrate much of their effort on the development of a written comprehensive paper, which may take one of two forms. The first is a scholarly review of a substantial area of methodology, e.g., longitudinal growth modeling, survival analysis, plus discussion of issues and future directions. The student, in the process of developing the paper, becomes an expert in an area. The second is a complete grant proposal suitable for submission to a federal agency. Since grant proposals are often highly constrained in length by the funding initiative (e.g., the NRSA), the comprehensive examination committee may request a shorter review paper in addition to the grant proposal. The comprehensive paper is often the basis of the doctoral dissertation. Again, the student works in close conjunction with a research advisor, as well as with three additional faculty members, the four of whom constitute a comprehensive examination committee. The student defends the comprehensive paper before

this committee; this defense constitutes the comprehensive examination. There is no other comprehensive examination.

Appendix 6: Social Psychology

Suggested Fall Schedule for First Year Students

Course	Title	Credits	Notes
PSY 502	Professional Issues in Psychology	3	Required
PSY 530	Intermediate Statistics	3	Required
PSY 550	Advanced Social Psychology	3	
PSY 592	Research	3	See note below

Notes

PSY 592 Research should be taken while pursuing the Masters in Passing. Once completed with the master's thesis defense, students should start taking PSY 792 Research instead of PSY 592.

For the rare occurrence where a student enters with a master's degree that is accepted by the area as counting toward the doctoral degree requirements, the student will not do a Masters in Passing. Therefore, this student will start taking PSY 792 in the first semester and will never enroll in PSY 592.

Students must submit a [course override request form](#) to be able to register for research credits. The student will list their faculty mentor as the instructor on the request form. The faculty mentor will be responsible for entering the grade at the end of the semester. The override request form is required every semester for a variety of classes, such as Research, Thesis, Dissertation, etc.

Sample Schedule/ Curriculum

In addition to the overall credit requirements for the Masters and Doctoral degrees, the Social Psychology program includes minimum required coursework in five areas (entering class of 2019):

1. Social Psychology

Students are required to take:

- PSY 550: Advanced Social Psychology – Interpersonal (may NOT be waived)
- PSY 551: Advanced Social Psychology – Intrapersonal (may NOT be waived)
- Two (2) additional social psychology electives among the seminars offered by Social Psychology faculty

2. Quantitative/Methods and Professional Development

Students are required to take:

- PSY 502: Professional Issues (may NOT be waived)
- PSY 530: Intermediate Statistics (ANOVA)
- PSY 531: Multiple Correlation and Regression PSY 600: Research Methods
- Two (2) additional quantitative or methods electives

3. One (1) additional elective in social psychology, quantitative psychology, or research methods. This may include PSY 501, the "Teaching Seminar," provided that it is offered by a member of the social faculty.

4. Psychological Breadth

Students will take at least two (2) courses in the developmental, biological, cognitive, or clinical bases of human behavior that will enable the student to bring a broader perspective to creative scholarship. These

courses should represent at least two sub-disciplines of psychology other than social and quantitative psychology, and are typically offered by Psychology Department faculty. With the approval of the primary advisor, students may petition the social area faculty to fulfill one of these two courses with a class from another department at ASU, if that class is consistent with the goals of this requirement while being appropriate for the student's research interests.

5. Research Activities

Students are required to develop competence in one or more substantive areas of research and theory, in which the student attempts to make a unique scholarly contribution. This is typically achieved by (1) involvement in the ongoing research program of one or more mentors, for which the student receives academic credit through the Supervised Research courses, such as PSY 592, 692, and 792; (2) completion of coursework reflecting research toward the Master's Thesis (PSY 599; 6 units) and Dissertation (PSY 799; 12 units); and (3) passing the comprehensive examination requirement.

The required coursework stated above should be regarded as appropriate for the typical student in the social psychology program. Individual needs and goals may vary, and exceptions and substitutions may be proposed to the program faculty. Only under unusual circumstances will petitions be approved that attempt to make substitutions for specific required courses listed above. In particular, students entering with a Master's degree in Psychology or comparable behavioral science from another institution may, with their primary mentor's approval, petition the area faculty to "count" courses from the Master's program toward one or more of the requirements above (with the exception of PSY 502, 550, and 551). Such petitions should include (a) an electronic copy of the syllabus for the proposed replacement course(s); (b) a brief, written petition in a separate word document, explaining how the replacement course fulfills the goals of the requirement in question, and (c) a statement that the primary mentor has approved the proposal.

Time Expectations for Milestones

This section relates to the [Satisfactory Academic Progress Policy](#) section of this handbook.

The annual evaluation process is designed to ensure program expectations are clear and students know exactly what they need to do in order to succeed. Students are rarely dismissed from our program. However, in keeping with the requirements of the university and the department, the program has established a policy on satisfactory performance that protects the rights of students while clearly setting out program requirements.

Students are expected to maintain high standards in the quality of their work, and to progress in a timely fashion through an approved program of study (including milestones and coursework) designed to meet their individualized training goals. The annual evaluation process and potential criteria for probation or dismissal are those for the department as a whole, stated above.

The typical student's program of study will take five or six years for completion. Program faculty monitor student progress toward training goals via evaluation at the end of each academic year. The student's annual evaluation includes: assessment of whether the student is "on track" with respect to program timeline and progress toward individual career goals; specific feedback about what the student is expected to do to stay on track; and general feedback on performance in research, coursework, teaching/mentoring, and service. Students who are not making satisfactory progress after receiving corrective feedback will be put on probation. After a year of probationary status, progress will be considered unsatisfactory if expectations continue to be unmet.

The Social Psychology area specifies the following time frames as the *outside limits* for accomplishing program milestones in a timely fashion. We distinguish three progressions:

1. One for students who enter the program with a Bachelor's degree only, and
2. One for students who enter the program with a Master's degree in Psychology or other discipline providing comparable behavioral science training (acceptance of a prior Master's degree is at the discretion of the social psychology program faculty).

Each group of students has a distinct progression for satisfactory progress.

Students Who Enter with a Bachelor's Degree

To be considered as making satisfactory progress, students who enter the Social Psychology program with a Bachelor's degree must:

- a. Successfully defend their Master's within three years;
- b. Complete and defend the comprehensive examination within two years following completion of the master's oral defense; and
- c. Complete and defend the dissertation within two years following completion of the comprehensive examination.

Students Who Enter with a Master's Degree

To be considered as making satisfactory progress, students who enter the Social Psychology program with a Master's degree must:

- a. Complete and defend the comprehensive examination within four years, and
- b. Complete and defend the dissertation within two years following completion of the comprehensive examination.

It is recognized that a variety of circumstances, including illness, family emergencies, and extreme disruptions in data collection, may result in unanticipated delays in meeting milestone requirements. Under these circumstances, the program allows adjustment of these timing deadlines by a petition for extension. Such petitions must be recommended by the student's primary academic advisor, and approved by the social program faculty, *in advance* of projected milestone delays. Exceeding the time limits prescribed above without an approved petition on file is cause for dismissal. In cases where a student is granted leave from the program (including parental leave), the clock will be stopped for the leave's duration.

Comprehensive Exams Policies for the Social Area

This area relates to the [Doctoral Comprehensive Exams](#) section of this handbook.

Between defense of the Master's thesis and proposal of the dissertation, Social students concentrate their efforts on the development of a major area paper. A four-person supervisory committee oversees the project. Although the membership of this committee is often identical with that of the student's Doctoral Committee, changes can and often do occur depending on the similarity of the topic areas that are addressed.

The comprehensive examination process is intended to serve important training and career development goals in the Social Psychology program. Success in Social Psychology requires not only the ability to design, carry out, and publish strong empirical research, but also the ability to think deeply, with an integrative approach, about existing research in a way that moves theory forward. The comprehensive

exam provides training in this important aspect of our discipline. In most cases, it will also lay the conceptual groundwork for the dissertation proposal. In preparing the written comprehensive exam, students are expected to:

- Develop full mastery of the theoretical and empirical literature relevant to their core area of research interest;
- Offer a novel theoretical statement or proposal that integrates the existing research; and on this basis,
- Generate ideas for a novel program of future research with potential for high impact.

When the comprehensive examination document has been completed, it becomes the basis for a two- hour oral examination. While the examination focuses primarily on the content defined by the paper, questions may also address the student's overall level of preparation within social psychology, especially in relation to the student's core area of substantive interest.

Currently, three options for the comprehensive examination exist.

Option One

Option one is to prepare a major literature review that thoroughly and innovatively integrates the research on a substantive topic in social psychology. Such papers are expected to offer a novel theoretical proposal, analyze the existing literature in light of that proposal, and lead to a program of new research emerging from the proposal. The comprehensive examination document is expected to be at or close to the caliber appropriate for submission to journals such as *Personality and Social Psychology Review*, *Perspectives in Psychological Science*, *Behavioral and Brain Sciences*, *Psychological Bulletin*, *Psychological Review*, or similar journals. Prior, first- authored publications meeting these criteria and published in a journal of this caliber may, with the approval of the Supervisory Committee and completion of an appropriate defense meeting, be allowed to fulfill the comprehensives exam requirement.

Option Two

Option two is to prepare a quantitative review of research literature, or meta-analysis, designed to lend clarity to the literature in the student's core area of substantive interest, and provide a theoretical advance comparable to that described in option (1). This paper should follow the model of meta-analyses published in *Psychological Review* or *Psychological Bulletin*.

Option Three

Option three is to prepare a grant proposal for a major federal agency or private foundation. Such proposals may be for a program of basic or applied research. A basic criterion in evaluating applied proposals is that they should be of more than local interest. It is expected that grant proposals will be of sufficient quality to be appropriate for submission to a national review committee when submitted.

Procedural Issues

- No later than 12 months following successful defense of the Master's thesis, students will hold a prospectus meeting with the comprehensive committee. One week prior to this meeting, students will present committee members with a prospectus document: this should include an executive summary of the topic; a tentative outline; and a tentative reference list. During the meeting, the committee will make recommendations to the student regarding any changes in content, focus, breadth, etc. The function of this meeting is not to create more work for the student in the form of an additional meeting, but to focus the student's efforts appropriately and efficiently.

- In the event that a student has not yet completed a comprehensive outline or prospectus by this time, he or she will write a memo describing the progress that has been made and explaining why the prospectus has not yet been completed. The student and the Committee will then meet, before the end of the 12-month window, to discuss the current state of the project and the expected timeline for progress.
- Within 18 months following the outline/prospectus meeting, students will complete the comprehensive paper and schedule a defense meeting.
- In unusual circumstances, students (with the advisor's approval) may petition the Social Psychology program faculty for release from these requirements and may suggest an alternative timetable.